

# Sports Clubs



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## GENERAL INFORMATION

California State University Channel Islands' Sports Clubs program is offered through Campus Recreation and compliments the variety of co-curricular programs offered through the department of Student Life. Campus Recreation (CR) personnel offer professional guidance to the Sports Clubs. Each Sports Club is formed, developed, and administered by the student membership. The key to a successful program is student leadership and student participation. Sports Clubs are governed by the rules and regulations, which apply to all recognized/registered student organizations established through Campus Recreation and their National Governing Body (NGB).

- *A Sports Club is an officially recognized/registered student organization formed by individuals with a common interest in a particular sport or leisure activity.*
- *A Sport Club's primary goal is to promote and develop interest in the particular sport, to recruit new members, and develop sport-specific and leadership skills.*
- *Sports Clubs may be instructional, recreational, and/or competitive in nature.*

It is the responsibility of Club officers to convey the contents of this information to all individuals associated with their respective club. Sports Club participation is solely voluntary. Sports Club members must fully realize and understand that there are inherent risks associated with participation in any sports club event or physical activity. The University requires all individual participants to carry their own personal health insurance in order to assist them in case of personal injury. Sports Club members: Campus Recreation does not offer personal health insurance options for its participants. Insurance questions should be addressed through personal insurance agents.

Sports Clubs are meant to be a learning and developmental opportunity for members through their individual participation. Club members may also have opportunities for involvement in functions such as fundraising, public relations and marketing, membership recruitment, program organization and management, fiscal management, and event operations. Involvement in a student Sports Club can contribute to and enhance an individual's ongoing educational development. The Sports Clubs program has been created with the Universities and Division of Student Affairs mission statements as guides.

### CI MISSION STATEMENT

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

### Institutional Mission-Based Learning Outcomes

CI graduates will possess an education of sufficient breadth and depth to appreciate and interpret the natural, social, and aesthetic worlds and to address the highly complex issues facing societies. Graduates will be able to:

- Identify and describe the modern world and issues facing societies from multiple perspectives including those within and across disciplines, cultures, and nations (when appropriate).
- Analyze issues, develop, and convey to others solutions to problems using the methodologies, tools, and techniques of an academic discipline.

## ***DIVISION OF STUDENT AFFAIRS MISSION***

### ***VISION***

To be recognized nationally as university leaders who provide students with excellent needs-based programs and services that cultivate learning, diversity, leadership, wellness, personal and civic responsibility.

### ***MISSION***

Placing students at the center of *their* educational experience, the Division of Student Affairs supports and enhances learning and development in and beyond the University community through quality co-curricular programs, services, activities, and facilities.

### ***CORE VALUES***

**Collaboration:** Cooperative or coordinated effort by a group of individuals to achieve a common goal. Collaboration is exhibited through teamwork, working together, incorporating different perspectives, sharing resources and responsibilities, communication, partnership, cooperation, group effort, open-mindedness, relationships, support, and trust.

**Commitment:** A willful promise to do or give something or being dedicated to a person or task; an engagement or obligation that compels fulfillment and may restrict freedom. Commitment is evidenced by dedication, loyalty, hard work, persistence, duty, responsibility, determination, follow-through, being ethical, keeping a promise, being devoted, and maintaining focus.

**Diversity:** The incorporation of many different types or ideas; the inclusion of individuals representing more than one nationality, race, religion, economic position, sexual orientation, ability status, or political affiliation, etc. Diversity is characterized by different backgrounds and perspectives, multiculturalism, open-mindedness, acceptance, appreciating and celebrating differences, variety, culture, inclusion, knowledge, respect, uniqueness, learning, and understanding.

**Excellence:** Being characterized as outstanding or extremely good; the state of excelling. Excellence is epitomized by high-quality work, going above and beyond, being or doing the best, hard work, merit, and dedication.

**Integrity:** The quality of being above reproach, having strong principles, and uprightness. Integrity is exemplified by honesty, ethical thought and behavior, trustworthiness, honor, loyalty, reliability, transparency, truth, values, doing what you say you will do, and doing what is right.

### ***CAMPUS RECREATION PURPOSE***

The purpose of Campus Recreation is to engage students in creating and maintaining healthy lifestyles by balancing the demands of academic pursuits with the benefits of wellness through physical fitness and recreation activities.

Campus Recreation has developed the Sports Clubs program through the guidance of the University's and The Division of Student Affairs missions. The Sports Club program "weaves" these missions within Campus Recreation's Purpose Statement to create the following objectives and learning outcomes.

### **Objectives of the Sports Club Program**

- Provide opportunities that foster collegiality.
- Provide a medium for Sports Club participants to develop leadership, communication, teamwork, and other social skills.
- Provide opportunities to develop fiscal management skills through workshops and practical application.

### **Sports Clubs Program Intended Learning Outcomes for Participants**

As a result of participating in the Sports Clubs program, students will:

- Report Sports Clubs program expectations.
- Identify the CI Student Leadership definition.
- Report an increase in CI Pride.
- Report on skills gained that can benefit them for a lifetime.
- Identify the CI Core Values associated with events, activities, leagues, and competitions that sports clubs offer.
- Write their own definition of the CI Way.
- Report a challenging experience and a solution to overcome that challenge.
- Write the names of students, faculty, and staff that they have met through the Sports Clubs program.
- Report on the leadership skills developed through the Sports Clubs program.
- Determine the processes that are required to function as a CI Sports Club.
- Write a meeting agenda.
- Identify the factors that differentiate a CI Sports Club from other clubs on campus.
- Identify assets, liabilities, and cash flow terms that are included in a sports club budget.
- Identify ways to work collaboratively with other clubs and groups on and off campus.
- Identify common risks associated with hosting events, activities, leagues, and competitions.

### **ORGANIZATIONAL STRUCTURE**

All student organizations (including Sports Clubs) are required to be officially recognized by the University according to the "Formal Chartering and Recognition Policies" as outlined in Executive Order 1006/969.

## **Division of Student Affairs**

The Division of Student Affairs is comprised of five areas: the Office of the Vice President, Associated Students Incorporated, Campus Life, Housing and Residential Education, and Retention, Outreach & Inclusive Student Services.

The Office of the Vice President for Student Affairs is responsible for providing vision, leadership, and strategic direction to areas, programs, and personnel within the Division.

### **Campus Life**

The purpose of Campus Life is to provide intentional opportunities for students to transition into the CI community, engage in purposeful co-curricular experiences that support their development, promote healthy physical, psychological, and social lifestyle choices and empower them to be contributing members of a diverse society.

Campus Life supports the educational mission of the University through the following programs and services; Basic Needs, Campus Recreation, CARE Team, Commuter Services, Counseling & Psychological Services, New Student Orientation, Student Conduct, Student Leadership, Organizations & Involvement, Veterans Affairs, and Wellness Promotion & Education

### **Campus Recreation**

Campus Recreation (CR) reports directly to the Director of Campus Recreation. CR consists of four full-time employees and student assistants. Campus Recreation provides diverse programs and facilities to enhance participants' fitness and total wellness, a holistic approach to programming by addressing the University's Strategic Initiatives. Campus Recreation is committed to providing gender equitable programs for participants of all abilities and skill levels including individuals with disabilities. CR provides social interaction, cooperative team-work, intellectual stimulation, leadership opportunities and development, personal development and just plain fun. Programs and activities are provided in the following six categories: Fitness, Informal (Open) Recreation, Intramural and Extramural Sports, Outdoor Adventures, Waterfront, and Sports Clubs.

#### Recreational Sports

Recreational Sports supports Campus Recreation through the following programs and services; Fitness, Informal Recreation, Intramural Sports, and Sports Clubs.

## **ADMINISTRATION**

The Assistant Director of Campus Recreation- Rec Sports is the primary lead in the administration of the Sports Clubs program. Campus Recreation provides staff, administrative support, assistance and advising in the areas of risk management, fundraising, organizational management, facility/field reservation, and fiscal management. The Director of Campus Recreation, and support staff assist in the overall administration of Sports Clubs at CSU Channel Islands.

### **CAMPUS RECREATION DIRECTOR**

**Michael Gravagne, Ed.D.**

**Education:**

- Ed.D., University of La Verne
- M.A., California State University Chico
- B.S., University of Arizona

**Assistance:** What three things could you help students/staff/faculty with whom might come to see you?

1. Provide access to educational resources and opportunities on campus.
2. Assist with questions regarding the programs provided through Campus Recreation.
3. Celebrate the successes of campus initiatives that highlight a multi-access perspective.

### **ASSISTANT DIRECTOR OF CAMPUS RECREATION - RECREATIONAL SPORTS**

**Nathan E. Avery, M.S.**

The Assistant Director of Campus Recreation-Rec Sports (ADCR) serves as a facilitator for Sports Clubs at CSU Channel Islands. The ADCR has overall responsibility and accountability for the safe and efficient operation of all sports clubs, and is available to provide professional advice to the Sports Club, its officers, members, advisors, and volunteer coaching staff. The assistant director is responsible for protecting the interests of the University, establishing, and implementing discipline procedures for Sports Clubs and Sports Club members.

- M.S. in Recreation Administration, California State University Northridge
- B.S. in Business Administration with a Minor in Economics, California State University Chico
- A.A. in Social Science, Butte Community College
- A.A. in Business, Butte Community College
- National School of Recreational Sports Management Graduate-Level I and II
- Certified Personal Trainer from the American Council on Exercise
- Certified Health Coach from the American Council on Exercise

**Assistance:** What three things could you help students/staff/faculty with who might come to see you?

1. Help students/staff/faculty lead an active, healthy lifestyle utilizing Campus Recreation programs.
2. Provide students guidance on managing sports clubs.
3. Student leadership opportunities.

## **RECREATIONAL SPORTS ASSISTANT**

### **Lauren K. Zahn**

The Recreational Sports Assistant (RSA) serves as a facilitator for Sports Clubs and Intramural Sports at CSU Channel Islands. The RSA has overall responsibility and accountability for the safe and efficient operation of all intramural and sports clubs, and is available to provide professional advice to Sports Club officers, members, advisors, and volunteer coaching staff.

- B.A., California State University, Channel Islands

**Assistance:** What three things could you help students/staff/faculty with who might come to see you?

1. Help students/staff/faculty lead an active, healthy lifestyle utilizing Campus Recreation programs.
2. Provide student leaders guidance on managing sports clubs.
3. Provide information about Recreation programming and potential student job opportunities.

## **ADMINISTRATIVE ROLES**

### **Sports Clubs Program**

All Sports Clubs must be Recognized/Registered and Renewed each year through Campus Recreation, which oversees the Sports Clubs program. The Sports Clubs program staff offices are located within the Recreation Center. The Rec Center offices are available to assist all sports club leaders and members with skill acquisition and development.

All Sports Club registration and renewals must be approved by Campus Recreation. Sports Clubs professional and student staff serve as the official representatives of Campus Recreation in the supervision of the Sports Clubs program. In this role, the staff will:

- Assist in the coordination of all affairs of the Sports Club Council and individual Sport Clubs.
- Communicate regularly with Sports Club representatives and advise on matters of:
  - Registering & renewal;
  - Scheduling;
  - Participant eligibility;
  - Coaching;
  - Fiscal management;
  - Equipment;
  - Safety and risk management; and
  - Travel
- Assist with planning, marketing, and fundraising efforts.
- Assist with the continuing development of policies and procedures of the individual Sports Clubs.
- Assist with the continuing development of policies and procedures of the Sports Clubs Program.
- Assist with the allocation of funds.
- Refer all participants to various training and leadership development opportunities.
- Sanction clubs and/or individuals when warranted.
- Enforce all policies and regulations as defined by Campus Recreation, Student Affairs, and the University.

## **Sports Clubs Administrator (SCA)**

The Recreational Sports Assistant serves as the Sports Clubs Administrator in the supervision of the Sports Clubs program. The SCA is available to provide professional advice and guidance to the SCPA, and sports club, its officers, members, advisors, and coaching staff. The SCA is responsible for protecting the interests of the University as well as the participants within the club.

## **Sports Clubs Program Assistant (SCPA)**

The Student Lead-Sports Clubs serves as the Sports Clubs Program Assistant (SCPA) and is a representative of Recreational Sports in assisting the Recreational Sports Assistant, and Assistant Director of Campus Recreation-Rec Sports in supervision of the Sports Clubs program. A collaborative relationship is maintained between Clubs & Organizations and Campus Recreation to provide assistance to those groups recognized as a Sport Club. The SCPA is available to provide advice and guidance to the sports club, its officers, members, advisors, and coaching staff. The assistant is responsible for protecting the interests of the University as well as the participants within the club. It is in the best interest of clubs to communicate frequently with the SCPA to remain informed of policies and meetings that pertain to the Sport Club program. Each Sports Club must have a representative attend the Sports Clubs Council meeting every month, which the SCPA helps advise.

## **The Sports Club Council and the Executive Council**

### The Sports Club Council (SCC)

The CSU Channel Islands Sports Club Council is established to confront, discuss and solve issues related to the various Sport Clubs in our campus community. In addition, the council provides student members the opportunity for self-governance and to collectively voice concerns on campus. The Sports Club Council is made up of officers or appointed members from each active and University recognized Sports Club. Each active and recognized club is eligible to be represented by one voting member on the Council. The Sport Club Council will meet at least once a month during the academic year. During these meetings, Sport Club representatives will be briefed on current and proposed Sports Club policies and procedures as well as any possible revisions to sports club regulations. Furthermore, they will be advised of upcoming events, student development initiatives and service project opportunities. Council members and participants will always have the opportunity to present issues or state concerns to other SCC members. The Assistant Director of Campus Recreation- Rec Sports or Recreational Sports Assistant will serve as the advisor to the SCC and assists with the following:

- Review and evaluation of Sports Club policies and procedures.
- Publicity and promotion of the Sports Clubs program.
- Sports Club service projects.
- Sports Club events, activities, leagues, and competitions.
- Other matters deemed appropriate.

### ***Membership of the Sports Club Council***

Each official Sports Club shall appoint one club member to the Sports Club Council prior to the first scheduled SCC meeting. See Sports Clubs schedule for details.

### The Sports Clubs Executive Council (SCEC)

The CSU Channel Islands Sports Clubs Executive Council is established to assist with conduct and discipline issues related to Sport Clubs and serves as the Sports Clubs Funding Committee.

The council is advised by the Assistant Director of Campus Recreation- Rec Sports or Recreational Sports Assistant. The council holds meetings to review disciplinary cases, regular meetings during the spring semester to review budget requests, and special meetings if needed. In addition, the Executive Council provides student members the opportunity to learn leadership skills and critical thinking techniques needed for decision-making. The council's responsibilities include:

- The budget allocation recommendations.
- Other matters deemed appropriate.
- Provide recommendations for disciplinary actions.
- Review budget requests.
- Recommends budget allocation for each club.
- Recognition of new sport clubs and membership to the Sports Club Council.
- Other matters deemed appropriate.

### **Membership of the Sports Clubs Executive Council**

The Sports Clubs Executive Council is composed of one student representative nominated and then voted on by each Sports Club.

### **Sports Club Officers (Executive Board of each Club)**

Sports Club officers are responsible for providing all aspects of leadership for the club and are responsible for their own actions as well as the actions of all club members. CSU Channel Islands requires an organizational structure to ensure that required duties are complete and the club remains a viable part of the campus community. All Sports Clubs are required to have an Executive Board with a President, Vice President, and Treasurer. A Safety Officer is required, however they are not required to be on the Exec. Board. Most clubs will include a Secretary.

Membership of the Executive Board: All Executive Board members must remain in good standing with the University and maintain a minimum of a 2.5 GPA (semester and cumulative) while holding office. Each Sports Club has the ability to hold its officers to higher standards via their constitution.

# **SPORTS CLUB POSITIONS AND ROLES**

## ***OFFICERS AND TEAM REPRESENTATIVES***

### **Officer Positions**

- President (Required) (Executive Board)
- Vice President (Required) (Executive Board)
- Treasurer (Required) (Executive Board)
- Safety Officer (Required)
- Secretary
- Travel Officer
- Equipment Manager
- Registration Officer
- Social Director
- Fundraising Officer
- Development
- Apparel Officer
- Recruitment/Retention Officer
- Etc.

### **Officer Responsibilities**

- Administer team meetings
- Keep an updated inventory list
- Serve as a liaison between the team and University
- Complete all Sport Club forms (Treasurer and approved officer/delegates)
- Deposit all funds
- Prepare a yearly budget
- Keep an updated membership list
- Submit all required team and individual registrations
- Maintain alumni and sponsor relations
- Approve expenditure of funds in accordance with team members' desires
- Make all travel arrangements
- Publicize team activities
- Recruit new members
- Update team Constitution/by-laws on a yearly basis
- Collect Trip Fees
- Oversee the generation of funds
- Ensure the team abides by University policies, procedures and Executive Orders

### **Officer Expectations**

As an officer of a Sport Club team, you are expected to serve as a liaison between your team and the Sport Club program. As such, any duties requested of you by the Assistant Director of Campus Recreation-Rec Sports, Recreational Sports Assistant, Sports Clubs Lead or any professional staff member should be completed in a satisfactory and timely manner. Such duties include, but are not limited to: individual meetings, and participating in Sport Club events.

Failure to meet these expectations will result in fines or other consequences deemed necessary by the ADCR.

#### Team Representative Responsibilities

- Attend Sport Club Council meetings, or find a replacement if you can't make it
- Bring either a pen or pencil and a notebook or the team manual to every meeting
- Report to team or team officers with the Sport Club Council agenda and any pertinent documents of information
- Serve as a liaison to the Assistant Director of Campus Recreation-Rec Sports, Recreational Sports Assistant, and Student Lead-Sports Clubs
- Serve as a liaison for your team, volunteer coaches, advisor and officers

### **SPORTS CLUB OFFICERS**

The following three officer positions generally comprise what is commonly referred to as the Sports Club Executive Board. These positions may vary slightly from club-to-club but the duties and responsibilities should be represented within the Executive Board. A minimum of three officers, plus a Safety Officer are required to be an official sports club. Officers should not hold more than two position within their given club to help avoid any potential conflicts of interest.

#### **President**

The President is the primary student contact for the organization, the “external spokesperson” of the group that regularly interacts with other student organizations and University officials. He or she is the liaison between the club and the advisor, supervisor, Sport Clubs Administrator, and other University or community contacts. The duties for this position should be tailored as the team deems necessary. The responsibilities of this position tend to include but are not limited to:

- Supervising all club meetings, overseeing the development of club travel, and overseeing all club purchase and travel requests.
- Maintain a current list of residence, e-mail addresses, and phone numbers of the club officers, advisor, coaches, and members.
- Submit a copy of the club roster and completed Consent, Insurance and, Medical Waiver forms Clubs & Organizations.
- Hold a minimum of two meetings for the general membership per semester.
- Notify and coordinate with Campus Recreation staff on travel, fundraising, and other pertinent information.
- Submit a semester and annual report of sports club activities, attend semester evaluation sessions with the SCC, and ensure the club is in compliance with all sports club requirements.

## **Vice President**

The Vice President should assist the club's President's and should maintain continuous contact with the President. The Vice President must be up-to-date on all club communication and events. The responsibilities of the Vice President include but are not limited to:

- Supervising club meetings in the absence of the Club President and assisting the President with the oversight of the club including travel, game contracts and lodging.
- Determine the location of all club equipment and submit a semester and annual inventory to the Sport Club Administrator.
- Work with the club's Treasurer to prepare an annual budget.
- Keep current of the club's financial status including income and expenses and schedule facilities for practices, games and/or special events.
- Make provisions for game officials, support personnel, equipment and site preparation for all activities. Coordinate club fundraising efforts with the Treasurer and the RSA.

## **Treasurer**

All Sports Clubs need to elect or appoint a chief financial officer (Treasurer) to manage their financial matters. A Sports Club that has a large membership and completes many fundraisers, events or programs should consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the officers and members informed about the organization's financial activities.

The responsibilities of the treasurer include but are not limited to:

- Preparing the annual club budget (with assistance from the RSA)
- Monitoring the organization's budget in the club's workbook
- Completing an annual financial report for the club (to be submitted to Campus Recreation in May)
- Completing all club purchase and travel requests
- Collecting funds and depositing to the club's account; paying bills; keeping a record of all transactions, i.e. deposits, checks and adjusting entries
- Preparing monthly financial reports and documents to keep the club's membership informed about the club's financial situation.
- Follow CSU policy in the administration of student organization funds by following CI's cash handling procedures (refer to ICSUAM 3141.01 dated 7/1/16)

## **Safety Officer (minimum of 2 certified for high risk sports clubs)**

The safety officer holds a position of great responsibility for all club members. The responsibilities of the safety officer include but are not limited to:

- Maintaining certification in First Aid and CPR from the American Red Cross (CPR requirement must be met through a hands-on, classroom course.) (On-line courses are not acceptable.)
  - Sports club budgets should account for reimbursement, confirm with the club's treasurer.
- Submit all injury, and incident reports
- Serving as the main contact for any changes to the Emergency Action Plan
- Distributing and collecting all waivers
- Making sure the team first aid kits are always readily available
- Must sign Concussion Pledge Form
- Should know FERPA Regulations
- National Governing Body requirements

## **Secretary (Not Required)**

The responsibilities of the club secretary include but are not limited to:

- Taking minutes at every club meeting

- Maintaining the club history for that academic year
- Verifying all club purchase requests
- Assisting with club projects where needed
- Maintaining communication between the club president and individual participants (this may include emails, letters, and phone calls)

### **General Member**

Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs. Collectively, general members have responsibility for:

- Develop the club's constitution and by-laws
- Amending the club's constitution and by-laws
- Determining membership requirements for the club
- Establishing duties of the officers & members
- Selecting the club's advisor
- Developing and administrating the club budget;
- Holding regular officer and membership meetings to conduct club business;
- Selecting the coach/instructor;
- Fundraising; and
- Travel.

### **Sports Club Council Representative**

Each club will appoint a Sports Club Council Representative (SCCR) who will hold the position for one year. The SCCR is responsible for attending all SCC meetings and representing the interests of all Sports Clubs, not just the club(s) the representative is a member of.

### ***FACULTY/STAFF ADVISOR***

Each recognized Sports Club must have an active advisor selected from the full-time staff or faculty of CSU Channel Islands. The advisor is chosen and approved by the members of the club and approved by Campus Recreation. Per CSU Executive Order 1068, all recognized student organizations of the University must maintain an advisor that is either full-time faculty or a professional staff member. Employees of Auxiliary Organizations may not advise student organizations, per California Code of Regulations, Title 5, Article, Section 42500. Behind most successful student organizations is an effective advisor. An advisor provides the organization with continuity from year to year by sharing club history and assisting new officers during the transition process. The advisor selected should be an individual who has a high-level interest in the activity of the club and preferably some experience or expertise in the area or activity. The advisor is a vital link between the club and the University, providing guidance and offering mature judgment and experience in program development. Exceptions to the eligibility requirement of a faculty/staff advisor may be granted if appropriate by Campus Recreation and the Assistant Director of Campus Recreation- Rec Sports.

### **Advisor's Role and Responsibilities**

The role of the advisor is to:

- Recognize and support participation in the club for its contribution to the educational and personal development of students within the higher education setting. The advisor provides continuity within the club and should be familiar with the group's history. The advisor should

also be familiar with the club's constitution and by-laws and be prepared to assist the club's Executive Board and other members with interpretation when necessary.

- Be available during the development and coordination of programs for the club. The advisor shall ensure the activities and undertakings of the club are sound and reflect favorably on the University by offering suggestions or ideas for the group's discussion.
- Be aware of the goals and direction of the club by attending organizational meetings and consulting with the Executive Board. The advisor should monitor the club's progress toward predetermined organizational goals and objectives.
- Be aware of the general financial condition of the organization and encourage the keeping of good financial records.
- Assist the club in complying with University policies and procedures. The advisor needs to be aware of the policies and procedures of Sports Clubs, the Student Code of Conduct, the University Catalog and the Student Guidebook.
- Monitor group functions and encourage members to participate and maintain a balance between academic endeavors and co-curricular commitments.
- Assist in orienting new officers and developing the leadership skills of all members.
- Be aware that he/she may be consulted by club members about personal concerns unrelated to the club. Personal matters may be difficult to address; when in doubt please consult the Assistant Director of Campus Recreation- Rec Sports or Personal Counseling Services.
- Consult the Assistant Director of Campus Recreation- Rec Sports about organizational opportunities, plans or changes in club status or a member's status when appropriate.
- Attend all mandatory orientations, training meetings scheduled by Campus Recreation or Clubs & Organizations.
- Attend most, if not all, club meetings. While advisors are not required to attend all meetings, they should meet with the club at least once a month and the Executive Board bi-weekly. Notes from these meetings should be placed in the club's records.
- Continue the voluntary association of being the club's advisor as long as both parties believe the relationship is productive and mutually satisfying.
- Refrain from managing the club or completing the tasks assigned to the club. The management of the club is each member's responsibility.

***Please note that an advisor cannot be a coach as well; this is a separate position.***

There are numerous resources on campus to assist advisors in effectively working with their clubs. Should an advisor be in need of assistance regarding University rules and policies, student leadership, financial management, project planning, conflict resolution, problem solving or personal counseling, feel free to call Campus Recreation at 805-437-8902 or the Clubs & Organizations at 805-437-3356 for more information.

## **Selecting an Advisor**

It is suggested to make an arrangement to organizing members to put together a list of candidates. Meet with club members and discuss the positives & negatives of each candidate. Ask advisor candidates if they are interested in helping the club succeed. It is beneficial to provide the candidates with a formalized plan and confirm that they are asked to support the students with decisions, not making the decisions for the club.

## **Confirmation of an Advisor**

A signature and acknowledging completion of the online Advisors Orientation signifies confirmation of an Advisor.

## **Dismissal or Replacement of an Advisor**

Each year the advisor must renew. If an advisor is going to be replaced or dismissed, the sports club must notify the advisor, and inform the RSA.

## **VOLUNTEER COACHES**

Finding a suitable coach is one of the club's most challenging hurdles. You must be extremely careful in your selection process because the well-being of the club and the University could be at risk. Potential coaches may be found in the student body or among faculty/staff or individuals in the community who have a strong background in the sport. The coach is key to providing a safe, educational environment for skill development, sportsmanship and tactical knowledge acquisition. The coach of a sports club does not need to be the greatest strategist or tactician, but must have a firm grasp of the basics and require all team members to maintain the integrity of the University.

The following is a list of basic knowledge and skills of a prospective coach:

- Basic knowledge and skills of the sport.
- Acquaintance with the rudiments of teaching and learning.
- The ability to fairly evaluate and assess participant skill level.
- The ability to teach the progression of skills.
- Placing an emphasis on safety and theory while conditioning, drilling and/or competing.
- Knowledge of emergency procedures/phone numbers/sport site evacuation plans.
- The ability to enforce decisions made by Campus Recreation staff.
- The ability to mediate conflict among club members.
- The ability to resist the temptation to make non-coaching decisions for the club.
- The ability to coordinate practice and game scheduling with club officers.
- The ability to attend practices and competitions.
- Emphasizes and promotes good sportsmanship on and off the field.
- Is a positive role model for club members?
- Is a person of high moral character and personal integrity?

## **Role and Responsibilities**

Any Sport Club that wishes to utilize a coach must develop a position description. The position description must be submitted to Campus Recreation and should include the National Governing Body's (NGB) coaching standards if applicable.

The coach must restrict their involvement with the Sport Club to teaching and coaching in practice and competition. The coach shall not participate in other areas of the club's management. The coach must allow the student representatives to serve as liaison between the club and Campus Recreation. It is the responsibility of each coach to carry their own travel and health insurance. In addition, all coaches must exercise reasonable care in the execution of all coaching duties to reduce the risk of injury.

## **Selecting a Volunteer Coach**

It is the club's responsibility, under the direction of Campus Recreation, to secure the services of a coach, if desired. Sports Clubs must select a coach who meets the specified requirements and is required to complete a Coach/Instructor Contract. The selection of the coach is subject to the approval of the club's executive board and the Assistant Director of Campus Recreation- Rec Sports. The coach will be under the supervision of the ADCR and individual Sports Club, and must abide by the rules as stated in the Coach/Instructor Contract. The coach should be an experienced individual who possesses technical knowledge of the sport and understands safe conditioning and training methods.

\*\*Please note that a coach cannot also be the faculty/staff advisor of the club.

### Qualifications and Requirements

#### **Qualifications**

- Have coaching qualifications/certifications as determined by the N.G.B., ADCR, and Director.
- Obtain and maintain current First Aid and CPR certifications. (If requested)

#### **Requirements**

- Either be employed by the University or identified as a University volunteer or sign a University contract to provide coaching services as an independent contractor.
- Sign a Coach's 'Code of Conduct' and a 'Coach/Instructor Contract'.
- Strictly enforce alcohol, drug, hazing, sexual harassment, and student behavior policies.
- Restrict activities to coaching and not be involved in the management function of Sport Clubs.
- Establish a formal working relationship with the Assistant Director of Campus Recreation- Rec Sports and Sport Clubs Executive Board.
- Obtain liability and/or medical insurance if requested.
- LiveScan Background Check
- Complete Online Defensive Driving Course

#### **Volunteer Coaches Paperwork Process for Sports Club Officers:**

(Please meet with the SCA to confirm the details prior to conducting a volunteer coach search.)

#### **Sport Clubs First Volunteer Coach (no paperwork approved)**

Sport clubs must first determine the expectations that they have for a volunteer coach so that there will not be any surprises from the club or volunteer. Please follow the following steps to be able to offer the opportunities to be a sports club coach for a specific sports:

##### **Step I**

Determine the club's requirements for the volunteer coach position:

- Using the Coaching Volunteers: Roles & Responsibilities Template, create your club's roles and responsibilities.
- Using the Sports Club Coach/ Instructor Agreement Template, create your clubs agreement.
- Using the Position Announcement Example, create your club's volunteer coach announcement to publicize your search for a volunteer coach.

## **Step 2**

Submit your clubs drafts of the forms required to the ADCR for review and approval. After approval, position can be posted online and in the Rec Center.

## **Step 3**

Candidates are required to submit a resume that includes; three references and hours of availability for consideration for the opportunity. Designated sports club officer screen candidates, and then schedule interviews on campus. Candidate interviews will include your selected officers, SCA, and ADCR. At the interview, candidates will received a list of requirements to become a Sports Club Volunteer Coach.

## **Step 4**

After a candidate is determined, the designated sports club officer will Submit Sports Club Volunteer Coach/Instructor Request through CISync. Form will include the following two items:

- Step 1-Resume with three References
- Step 2-Sports Clubs Volunteer Coach Position Description

Designated sports club officer contact will confirm all paperwork that is required, and then work with the candidate to complete the paperwork. After paperwork is complete, it is signed by the sports club president and one other officer, and then submitted to the ADCR.

## **Step 5**

After paperwork is accepted, it is then forwarded to the Risk Manager. The risk manager or ADCR will then offer instructions on how to complete the Online Defensive Driving Course and instructions on how to complete the LiveScan background check on campus.

## **Stage 6**

Candidate Completes the Online Defensive Driving Course and LiveScan Background Check

## **Confirmation**

The Volunteer Coach Appointment Letter will be emailed to candidate by Lauren Zahn or Nathan Avery

## **First-Time for Coaches Paperwork (Summary)**

CISync STAGE 1- Submit the Sports Club Volunteer Coach/Instructor Request (CISync Form)  
Including: a Resume with three references, and the specific Sports Clubs Volunteer Coach Position Description

### *Paperwork Pack 1 – (Live Scan)*

- Live Scan Form
- Back-round Check Consent.

### *Paperwork Pack 2 – (Agreements)*

- Coaching Volunteers: Roles & Responsibilities
- Sports Club Coach/Instructor Agreement
- CSU Volunteer Identification Form.

### *Paperwork Pack 3 – (Driving Paperwork)*

- STD. 261 Authorization to use Privately Owned Vehicles of State Business
- DMV-Authorization for Release of Drivers Record Information
- CSUCI Parking Registration Application

### **Action Items (Online & Fingerprinting)**

Volunteer Candidates will receive the following:

- Log-in information to complete the Online Defensive Driving Course
- Instructions on how to schedule an appointment to be fingerprinted for the LiveScan background check

# First-Time for Coach Paperwork Examples:

## CISync STAGE I- Submit the Sports Club Volunteer Coach/Instructor Request (CISync Form)

The screenshot displays the Adobe Acrobat Pro DC interface. The main content area shows a PDF document with the following text:

### Sports Club Volunteer Coach/Instructor Request

**First Time Coaches**  
First time coaches must make sure to complete their paperwork in the following stages: STAGE 1 - Sports Club Volunteer Coach/Instructor Request Form, a Resume with three references, Sports Clubs Volunteer Coach Position Description. STAGE 2 - (Live Scan) Live Scan Form & Background Check Consent. STAGE 3 - (Agreements) Coaching Volunteers: Roles & Responsibilities, Sports Club Coach/Instructor Agreement & CSU Volunteer Identification Form. STAGE 4 - (Driving Paperwork) I-STD. 261 Authorization to use Privately Owned Vehicles of State Business, DMV-Authorization for Release of Drivers Record Information, CSUCI Parking Registration Application. Following these forms, the Volunteer Coach must also complete the Online Defensive Driving Course. Log-in information will be distributed accordingly.

**Returning Coaches**  
For coaches that are continuing to coach beyond their original contract (i.e. coaches that have been at CSUCI for more than one year) they will not be required to renew their Live Scan information, however, they WILL be required to renew their Defensive Driving Course/Paperwork every four years.

**Annually**  
Each year returning coaches will only have to complete the three agreement forms - Coaching Volunteers: Roles & Responsibilities, Sports Club Coach/Instructor Agreement & CSU Volunteer Identification Form. They will also have to complete their Campus Parking Registration Application.

**Sports Clubs Volunteer Coaches Paperwork Required:**

**Stage 1**  
Submit Sports Club Volunteer Coach/Instructor Request form: <https://orgsync.com/60389/forms/77195>

Including the following two items:

**Step 1-Resume with three References**

**Step 2-Sports Clubs Volunteer Coach Position Description Example (Responsibilities & Duties)**

**Stage 2**  
Using CISync Files/ Complete, sign, and then turn in the Sports Clubs Volunteer Coaches Files:

**Background Check:**

**Step 1-Download the Live Scan Form (Request for Live Scan Service Form BCII 8016.pdf)**

**Step 2-Determine the Live Scan Appointment, deliver form, and obtain finger prints**

**Step 3-Submit/Deliver Live Scan to Rec Sports Coordinator**

**Step 4-Complete Sports Club Coach/ Instructor Background Check Consent Form**

**Step 5-Submit/Deliver to Rec Sports Coordinator**

**Stage 3**  
**Agreements:**

**Step 1-Coaching Volunteers: Roles & Responsibilities**

**Step 2-Sports Club Coach/ Instructor Agreement**

**Step 3- CSU Volunteer Identification Form**

**Stage 4**

**Driving Paperwork (Renew every 4 years):**  
**Step 1-STD. 261- Authorization to use Privately Owned Vehicles of State Business**

The right-hand sidebar of the Acrobat interface contains a 'Search Tools...' search bar and a list of actions: Create PDF, Edit PDF, Export PDF, Comment, Organize Pages, Enhance Scans, Protect, Fill & Sign, Prepare Form, Send for Signature, and Send & Track. At the bottom of the sidebar, there is a section for 'Store and share files in the Document Cloud' with a 'Learn More' link.

Paperwork Pack 1 – (Live Scan)

Live Scan Form / Background Check Consent. (One form every four years.)

BCII 8016, Request for Live Scan Service - Adobe Acrobat Pro DC

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STATE OF CALIFORNIA  
BCII 8016  
(Orig. 4/01; rev. 6/08)

DEPARTMENT OF JUSTICE

**REQUEST FOR LIVE SCAN SERVICE** [Print Form](#) [Reset Form](#)

**Applicant Submission**

AH212 STATE EMPLOYEE OR VOLUNTEER  
ORI (Code assigned by DOJ) Authorized Applicant Type

STATE EMPLOYEE OR VOLUNTEER  
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

**Contributing Agency Information:**

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS Agency Authorized to Receive Criminal Record Information	18366 Mail Code (five-digit code assigned by DOJ)
1 UNIVERSITY DRIVE Street Address or P.O. Box	MARY KATHARINE HULLINGER Contact Name (mandatory for all school submissions)
CAMARILLO CA 93012 City State ZIP Code	(805) 437-8846 Contact Telephone Number

**Applicant Information:**

Last Name	First Name	Middle Initial	Suffix
Other Name (AKA or Alias) Last	First		Suffix
Date of Birth Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number		
Height Weight Eye Color Hair Color	Billing Number 553277 (Agency Billing Number)		
Place of Birth (State or Country) Social Security Number	Misc. Number CAMPUS RECREATION (Other Identification Number)		
Home Address Street Address or P.O. Box	City	State	ZIP Code

Your Number: \_\_\_\_\_ Level of Service:  DOJ  FBI  
OCA Number (Agency identifying Number)

If re-submission, list original ATI number: \_\_\_\_\_ Original ATI Number  
(Must provide proof of rejection)

**Employer (Additional response for agencies specified by statute):**

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS Employer Name	18366 Mail Code (five digit code assigned by DOJ)
1 UNIVERSITY DRIVE Street Address or P.O. Box	
CAMARILLO CA 93012 City State ZIP Code	+1 (805) 437-8846 Telephone Number (optional)

**Live Scan Transaction Completed By:**

Name of Operator	Date
Transmitting Agency LSID	ATI Number Amount Collected/Billed

ORIGINAL - Live Scan Operator SECOND COPY - Applicant THIRD COPY (if needed) - Requesting Agency

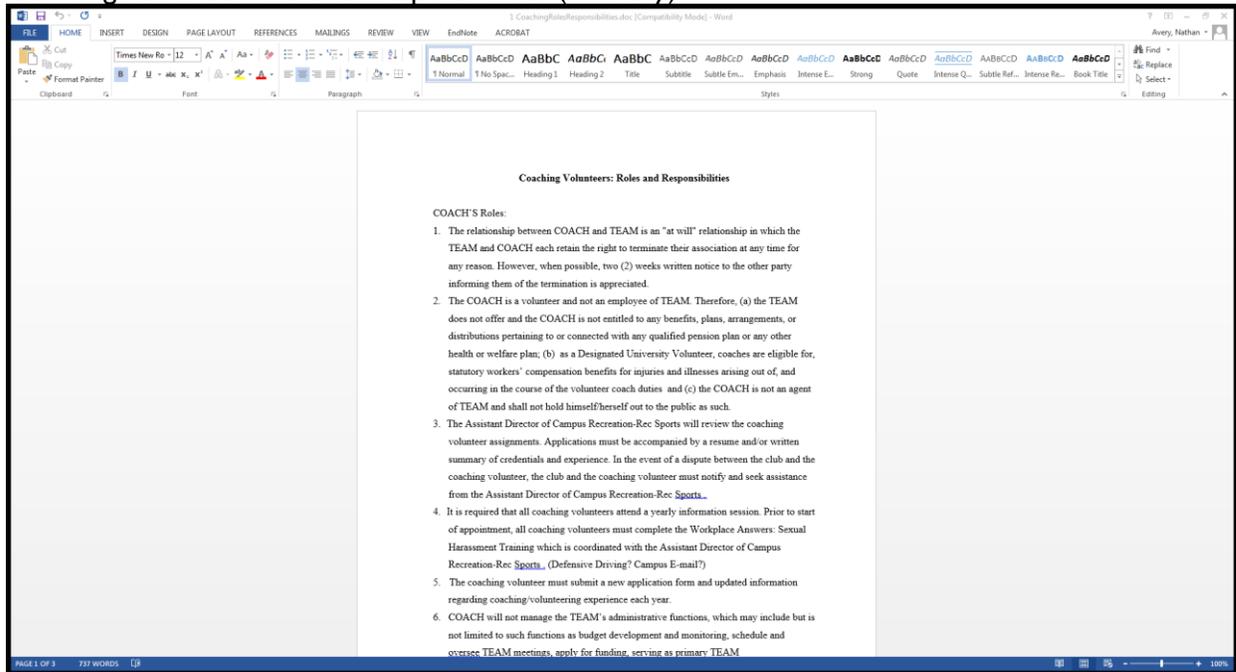
Search Tools...

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- Fill & Sign
- Prepare Form
- Send for Signature
- Send & Track

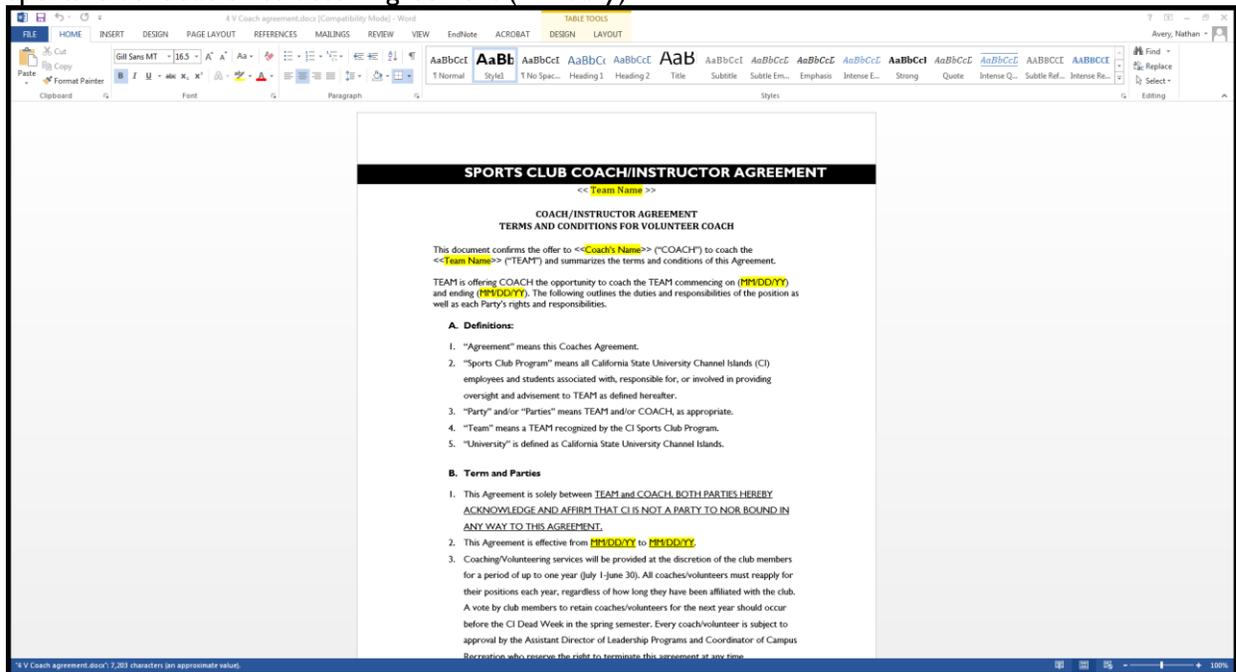
Store and share files in the Document Cloud [Learn More](#)

## Paperwork Pack 2 – (Agreements)

### Coaching Volunteers: Roles & Responsibilities (Annually)



### Sports Club Coach/Instructor Agreement (Annually)



# CSU Volunteer Identification Form. (Annually)

volunteer-designation-form.pdf - Adobe Acrobat Pro DC

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**Channel Islands**  
CALIFORNIA STATE UNIVERSITY

Volunteer Designation Form

Search Tools...

- Create PDF
- Edit PDF
- Export PDF
- Comment
- Organize Pages
- Enhance Scans
- Protect
- Fill & Sign
- Prepare Form
- Send for Signature
- Send & Track

**California State University Channel Islands Volunteer Designation Form**

*PLEASE COMPLETE ALL ITEMS*

NAME:     

LAST
FIRST
MIDDLE

DATE OF BIRTH:   

MONTH/DAY/YEAR

ADDRESS:   

STREET
CITY
STATE
ZIP

PHONE:

EMERGENCY CONTACT:    

NAME
PHONE

SPECIFIC WORK LOCATION ON CAMPUS OR IN COMMUNITY:

SUPERVISOR'S NAME:  SUPERVISOR'S PHONE:

VOLUNTEER DATES:    

MANDATORY
START DATE
END DATE

ASSIGNMENT AND SUMMARY OF DUTIES:

Will you be driving a vehicle on University business? Yes  No

Will you be traveling on University business? Yes  No

Are you receiving academic credit for volunteering? Yes  No

Are you a University student or staff or faculty member? Yes  No

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

SIGNATURE OF VOLUNTEER

DATE

SIGNATURE OF UNIVERSITY ADMINISTRATOR  
 APPROVING THIS VOLUNTEER DESIGNATION

DATE

PLEASE SEND COMPLETED FORM TO RISK MANAGER

Store and share files in the Document Cloud

[Learn More](#)

Paperwork Pack 3 – (Driving Paperwork)

STD. 261 Authorization to use Privately Owned Vehicles of State Business (Annually)

std261.pdf (SECURED) - Adobe Acrobat Pro DC

File Edit View Window Help

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STATE OF CALIFORNIA  
**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS**  
 STD. 261 (REV. 3-98)

This approval must be renewed annually.  
 Supervisor: Retain Original Copy

**I. CERTIFICATION**

In accordance with State Policy (S.A.M. 0733 & 0734) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

**II. APPROVAL**

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
-------------------------------	-------	---------------

**III. RENEWAL**

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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# DMV-Authorization for Release of Drivers Record Information (Per Club)

Volunteer Permit Application- FINAL.pdf - Adobe Acrobat Pro DC

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Home Tools VP-p003 01\_DSA... coach\_instructor\_... BCII 8016. Reque... std261.pdf (SECU... driving1101hullin... Volunteer Permit ... x Sign In

Print Form


CI Permit Number Issued
CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Police and Parking Services  
One University Drive • Camarillo, CA 93012  
(805) 437-9430 (O) • (805) 437-9431 (F)

## PARKING REGISTRATION APPLICATION

*For Volunteers*

Date of Request: \_\_\_\_\_ Requesting Department: \_\_\_\_\_ Extension: \_\_\_\_\_

**By signing below, you verify that the individual you are requesting a volunteer permit for is not in any way being compensated for their services by the University and that they are not currently enrolled in classes at CSU Channel Islands.**

**DIVISION/DEPARTMENT HEAD APPROVAL**

Division/Department Head Name \_\_\_\_\_ Division/Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

**REGISTRANT INFORMATION**

LAST NAME		FIRST NAME	
MAILING ADDRESS			
CITY		STATE	ZIP CODE
HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	EMAIL ADDRESS	

**VEHICLE INFORMATION**

**VEHICLE #1**

VEHICLE MAKE	VEHICLE MODEL	VEHICLE YEAR	VIN (Last 4 Digits)
VEHICLE COLOR(S)	LICENSE TAG NUMBER	STATE	

**VEHICLE #2**

VEHICLE MAKE	VEHICLE MODEL	VEHICLE YEAR	VIN (Last 4 Digits)
VEHICLE COLOR(S)	LICENSE TAG NUMBER	STATE	

**MOTORCYCLE**

VEHICLE MAKE	VEHICLE MODEL	VEHICLE YEAR	VIN (Last 4 Digits)
VEHICLE COLOR(S)	LICENSE TAG NUMBER	STATE	

**POLICE & PARKING SERVICES USE ONLY**

<input type="checkbox"/> Approved	SIGNATURE	DATE
<input type="checkbox"/> Denied		

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## CSUCI Parking Registration Application (One form every four years.)

driving1101hullinger.pdf (SECURED) - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools VP-p003\_01\_DSA... coach\_instructor\_... BCII 8016, Reque... volunteer-design... std261.pdf (SECU... driving1101hullin... x Sign In

1 / 1 75%

EMPLOYER PULL NOTICE PROGRAM  
AUTHORIZATION FOR  
RELEASE OF DRIVER RECORD INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, \_\_\_\_\_, California State University Channel Islands.

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

REQUIRED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_  
DATE \_\_\_\_\_ SIGNATURE OF EMPLOYEE \_\_\_\_\_  
X

I, \_\_\_\_\_, Katharine Hullinger, of California State University Channel Islands, do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

REQUIRED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_  
Camarillo Ventura CA  
DATE \_\_\_\_\_ SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_  
X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at [www.dmv.ca.gov/other/services](http://www.dmv.ca.gov/other/services), or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.

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INF 1101 ENGLISH (REV 9/2004) WWW

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## Returning Coaches Process

For coaches that are continuing to coach beyond their original agreement (i.e. coaches that have been at CSU Channel Islands for more than one year) will not be required to renew their Live Scan information or Defensive Driving paperwork for four years.

### Annual Renewal Requirements:

Each year returning coaches will be required to complete the following three agreement forms:

- Coaching Volunteers
- Roles & Responsibilities
- Sports Club Coach/Instructor Agreement
- CSU Volunteer Identification Form.
- Campus Parking Registration Application (If Applicable)
- Driving Form STD. 261- Authorization to use Privately Owned Vehicles of State Business

## Forms in CISync Documents Section for Volunteer Coaches

Using CISync Documents, download and save (with your clubs name) Sports Clubs volunteer coaches' forms to your club's CISync Documents section.

## Background Check:

- Live Scan Form (Form BCIA 8016RR,pdf)
- Driving Paperwork:
  - STD. 261- Authorization to use Privately Owned Vehicles of State Business
  - DMV – Authorization for Release of Drivers Record Information (Employer Pull Notice Program)
  - Parking Registration Application (If Applicable)

## Agreements:

- Coaching Volunteers: Roles & Responsibilities
- Sports Club Coach/ Instructor Agreement
- CSU Volunteer Identification Form

## Driving Paperwork:

- STD. 261- Authorization to use Privately Owned Vehicles of State Business
- DMV – Authorization for Release of Drivers Record Information (Employer Pull Notice Program)
- Parking Registration Application

## **General**

- All coaches are expected to uphold the laws of the State of California, the policies of CSU Channel Islands, and the policies of the CSU Channel Islands Sports Club Program.
- Coaches are optional and may serve on a voluntary basis. Coaches must not be paid using Recreation and Athletic Fees.
- All coaches must submit paperwork on an annual basis. Driving paperwork

## **Confirmation of a Volunteer Coach**

Once a prospective coach has been identified, he/she must:

1. Be familiar with the policies, responsibilities, and regulations for coaches.
2. Fill out a coach's application.
3. Sign the Coach's 'Code of Conduct' and a 'Coach/Instructor Contract'.
4. Attend mandatory coaches' meeting held each semester.
5. Be familiar with the Sports Clubs Handbook.
6. Complete requirements as requested.

## **Required Volunteer Coaches Forms**

- Resume
- Three References
- California State University, Channel Islands Volunteer Coaches Position Description
- Coaching Volunteers: Roles & Responsibilities
- Sports Club Coaches / Instructor Background Check Consent form

- Sports Club Coach / Instructor Agreement
- Concussion Information Sheet
- Live Scan

### **Sports Clubs Volunteer Coaches Paperwork Required:**

#### **Coach Stage 1**

Submit Sports Club Volunteer Coach/Instructor Request form:

Including the following two items:

- Step 1-Resume with three References
- Step 2-Sports Clubs Volunteer Coach Position Description Example (Responsibilities & Duties)

#### **Coach Stage 2**

Using CISync Files/ Complete, sign, and then turn in the Sports Clubs Volunteer Coaches Files:

Background Check:

- Step 1-Download the Live Scan Form (Form BCIA 8016RR,pdf)
- Step 2-Determine the Live Scan Location, deliver form, obtain finger prints, and then pay fee
  - Step 3-Submit/Deliver Live Scan to Assistant Director of Campus Recreation- Rec Sports
- Step 4-Complete Sports Club Coach/ Instructor Background Check Consent Form
  - Step5-Submit/Deliver to Assistant Director of Campus Recreation- Rec Sports

#### **Coach Stage 3**

Agreements:

- Step 1-Coaching Volunteers: Roles & Responsibilities
- Step 2-Sports Club Coach/ Instructor Agreement
- Step 3- CSU Volunteer Identification Form

#### **Coach Stage 4**

Driving Paperwork:

- Step1-STD. 261- Authorization to use Privately Owned Vehicles of State Business
- Step2-DMV – Authorization for Release of Drivers Record Information (Employer Pull Notice Program)
- Step3-Parking Registration Application

#### **Coach Stage 5**

Online Defensive Driving Course:

- Step I-CI Risk Manager will forward log-in instructions for volunteer to complete the Online Defensive Driver course.

I. **Confirmation:** The Coaching Volunteer email will be sent to candidate by the Assistant Director of Campus Recreation- Rec Sports,, or designated staff, and the sports club president will be included.

- Step 1-Provide the Live Scan Form  
(Request for Live Scan Service Form BCII 8016,pdf)
- Step 2-Determine the Live Scan Appointment, deliver form, and obtain finger prints

- Step 3-Submit/Deliver Live Scan to Assistant Director of Campus Recreation-Rec Sports
- Step 4-Complete Sports Club Coach/ Instructor Background Check Consent Form
- Step5-Submit/Deliver to Assistant Director of Campus Recreation-Rec Sports

Our Live Scan applicants will need to indicate their sport club's Program Code (Clubs #) onto the programs accounting string. (example: 660003-TK920-550102-0 0 0 0) Please add the clubs five-digit number on the **Misc. Number** line located on their **Request for Live Scan Service** form.

A note about the Live Scan process - Live Scan applicants may have fingerprints collected at CI PD. Appointments can be made by calling 437-8430. Applicants must take **three copies** of their completed request from to their appointments.

- More info can be found at: <http://www.csuci.edu/rm/live.htm>

## Step 2-Determine the Live Scan Appointment, deliver form, and obtain fingerprints

### Coaches Driving Paperwork

- CSU Volunteer Identification Form
- DMV – Authorization for Release of Driver Record Information
- Authorization to Use Privately Owned Vehicles on State Owned Vehicles on State Business
- Online Defensive Driving Training Course

### **Dismissal of a Coach**

It is the responsibility of the club to communicate with the Assistant Director of Campus Recreation-Rec Sports when the club wishes to dismiss a coach. The whole club will need to discuss the reasons for dismissal and approve the dismissal request by a  $\frac{3}{4}$ -majority vote. The final decision regarding dismissal will be the responsibility of the Assistant Director of Campus Recreation- Rec Sports.

### **Reimbursement/Payment of a Volunteer Coach**

Recreation and Athletic Fees can be used to reimburse for approved business expenses. Coaches must not be paid for coaching services rendered. It is at the club's discretion to purchase gifts for coaches from the club account held by Associated Students Inc. (ASI), however gift card purchases are not allowed. Please verify limitations with ASI.

## **TRAVEL PARTICIPANTS**

### **Traveling University Official**

A traveling university official is a faculty or staff member charged with the responsibility of oversight on the trip.

### **Trip Leader**

A trip leader is the person designated by the specific sports club and approved/authorized by the SCA. The trip leader is responsible for attending the pre-trip meeting and then implementing and enforcing trip safety procedures. Trip leaders are normally student members of a Sports Club and a Sports Club may designate more than one trip leader. All trip leaders must attend the trip meeting prior to the trip that they are leading.

## **OFFICIALS/REFEREES/JUDGES**

### **Expectations of an Official**

Officials are expected to maintain the integrity of the game at all times. Officials are responsible for controlling the game based on the rules provided by the NGB and local association. Please see the appropriate rulebook for further details.

### **Selecting an Official (If applicable)**

All officials and officials organizations must complete proper paperwork and be approved by the Assistant Director of Campus Recreation- Rec Sports. The selection of officials varies from sport to sport based on conference affiliations and qualifications needed. Generally, each NGB will have a regional, official/referee association. When possible this association should be contacted. Please see the SCA for details.

### **Payment of an Official**

Payment of officials is the responsibility of the Sports Club. The type of payment varies from sport to sport based on funding source and conferences. Please see the Recreational Sports Assistant of Campus Recreation for details.

### **Evaluations of Officials**

Depending on the club's national governing body, evaluations of officials are usually the responsibility of the Sports Club. The type of evaluation varies from sport to sport. Please see the Assistant Director of Campus Recreation- Rec Sports for details.

## **ATHLETIC TRAINER**

Certified athletic trainers have fulfilled the requirements for certification established by the National Athletic Trainers' Association Board of Certification, Inc. (NATABOC). Some Sports Clubs are

required to have certified athletic trainers present at events. Please contact the Assistant Director of Campus Recreation- Rec Sports for details.

### **Expectations of an Athletic Trainer (A.T.)**

A.T.'s are expected to show up a minimum of 30 minutes prior to game time to exchange emergency phone numbers and determine expectation of the athletic trainer with the sports club safety officer. The safety officer is responsible for coordinating water, cups, ice, ice bags, athletic tape, and first aid supplies with the Athletic Trainer. If A.T. does not show up, both teams must be notified and the Assistant Director of Campus Recreation- Rec Sports must be notified. Safety officer will evaluate the A.T. based on attention to detail with pregame communication, pregame prep for players, injuries attended to during the game, and post-game prep.

### **Selecting an A.T. (If applicable)**

All A.T.'s must complete proper paperwork and be approved by the Assistant Director of Campus Recreation- Rec Sports. Please see the Assistant Director of Campus Recreation- Recreational Sports for details.

### **Payment of Athletic Trainers/Medical Personnel**

Payment of an athletic trainer or any other services is the responsibility of the Sport Club. Payment requests must be submitted through Campus Recreation.

## ***CI STUDENT HEALTH SERVICES***

CSU Channel Islands Student Health Services (SHS) is a medical clinic dedicated to providing compassionate, accessible, and professional health care to CSUCI's diverse student population. SHS provides basic medical services, promote students' social, emotional and physical well-being in order to enhance students' academic experience. SHS is a department within the Division of Student Affairs. The clinic is affiliated with the Ventura County Medical System, a division of the Ventura Health Care Agency. This clinic functions as an outpatient clinic staffed (in shifts) by one physician and two nurse practitioners. Health services are similar to those provided by your family physician. Only currently enrolled students are eligible to be seen at the clinic. Please visit our [Health Services](#) page for a more comprehensive list of what is offered. If a problem requires medical care beyond the scope of the clinic's available facilities, a referral is made to outside professional care.

## **PROFESSIONAL DEVELOPMENT AND TRAINING**

### ***SPORTS CLUB OFFICERS (EXECUTIVE BOARD)***

Sports Club officers must attend orientation, meetings, and attend training and workshops when requested.

#### **I. Orientation**

Orientations will be given during the semester. The President, Vice President, and Treasurer must attend.

## **2. On-going Training and Workshops**

During the year, Campus Recreation will provide a variety of workshops and other training opportunities for club members. See the Sports Clubs calendar for details.

### **3. Meetings**

Club officers are required to conduct a minimum of two club meetings per month and also meet with their Advisor.

## **SAFETY OFFICER**

### **1. Orientation**

Safety Officers are required to meet with the Student Lead-Sports Clubs or Recreational Sports Assistant prior to the first practice, or competition. On occasion, there will be a workshop that requires a safety officer's attendance. Orientations will be given during the semester. Please see the Sports Clubs calendar or contact the SCPA for details.

## **2. On-going Training and Workshops**

On occasion, there will be a workshop that requires safety officer's attendance. Please see the Sports Clubs calendar or contact the SCPA for details.

### **3. Meetings**

Safety officers are required to confirm responsibilities prior to the first practices, competitions or travel.

## **GENERAL MEMBER**

### **1. Orientation**

Sports Clubs are responsible to give all new members an introduction orientation to their club prior to participating.

## **2. On-going Training and Workshops**

During the year, Campus Recreation will provide a variety of workshops and other training opportunities for club members to attend.

### **3. Meetings**

General members are required to attend a minimum of two club meetings per month as required by club's constitution. On occasion, there will be a meeting that requires a member's attendance.

## ***SPORTS CLUB COUNCIL REPRESENTATIVE***

### **I. Orientation**

Each club is required to select a representative for the Sports Clubs Council. An orientation will be provided at the first SCC meeting.

### **2. On-going Training and Workshops**

Online training and workshops may be provided through Campus Recreation and Clubs & Organizations. See the Sports Clubs Lead for details.

### **3. Meetings**

SCC representatives must attend monthly meetings during the semester as scheduled. If SCC representative is unable to attend, they must find a replacement from the club.

## ***SPORTS CLUB EXECUTIVE COUNCIL REPRESENTATIVE***

### **I. Orientation**

Each club is required to select a representative for the Sports Clubs Executive Council. An basic orientation meeting will be scheduled and provided by CR.

### **2. On-going Training and Workshops**

Online training and workshops may be provided through Campus Recreation. See the Sports Clubs Lead for details.

### **3. Meetings**

SCEC representatives must attend scheduled meetings during the semester. If SCEC representative is unable to attend, sport club that is represented will not be allowed to vote.

## ***FACULTY/STAFF ADVISOR***

Faculty and staff who are interested in becoming a volunteer Sports Club advisor should be available a minimum of two meeting per month and become familiar with the responsibilities and commitment as outlined in the Faculty/Staff Advisor Handbook.

### **I. Orientation**

Prospective advisors will need to complete an online advisors PowerPoint presentation and attend orientation in order for their club to be in “good standing.”

## **2. On-going Training and Workshops**

During the year, Campus Recreation will provide a variety of workshops and other training opportunities for club advisors. On occasion, there will be a workshop that requires an advisor's attendance. See the Sports Clubs calendar for details.

### **3. Meetings**

Advisors are not required to attend all club meetings but should meet with the club at least once a month and also meet with the Executive Board bi-weekly. Notes from these meetings should be placed in the club's records.

## **COACHES (VOLUNTEERS)**

Campus Recreation will provide information for all prospective coaches. Each coach will be required to provide consent for a background check, and take the Online Defensive Drivers Training Course, the Sexual Harassment Training Course, Concussion Course, and attend other workshops/meetings as requested prior to coaching a team.

### **1. Orientation**

An orientation meeting will be given during the semester prior to practice or competition. If the coach is unable to attend, they must set up a meeting with the Sports Clubs Lead or Assistant Director of Campus Recreation- Rec Sports prior to coaching.

## **2. On-going Training and Workshops**

During the year Campus Recreation will provide a variety of workshops and other training opportunities for club members and coaches. On occasion, there will be a workshop that requires a coach's attendance. See the Sports Clubs calendar for details.

### **3. Meetings**

Coaches are not required to attend all club meetings, however should attend all practices and competitions. Meeting may be initiated by Campus Recreation.

## **TRAVEL PARTICIPANTS**

### **Traveling University Official (TUO)**

#### **1. Orientation**

Campus Recreation will provide an orientation for prospective Traveling University Officials during the first scheduled meeting prior to travel.

#### **2. Training and Workshops**

Traveling University Officials are required to attend a minimum of one training meeting at the initial trip meeting.

### **3. Meeting**

If the TUO is unable to attend the training meeting, they are banned from traveling and may disqualify the club from being able to travel.

## **Trip Leader (TL)**

### **1. Orientation**

Campus Recreation will provide training for prospective trip leaders. Each semester trip leaders will be required to attend an introduction to travel meeting prior to any travel.

### **2. On-going Training and Workshops**

During the year Campus Recreation will provide a variety of workshops and other training opportunities for Trip Leaders. On occasion there will be a workshop that requires a Trip Leader's attendance. See the Sports Clubs calendar for details.

### **3. Meetings**

Prior to travel- Trip Leaders are required to schedule Trip Meeting with the Sports Clubs Lead two weeks prior to travel and attend a Trip Meeting prior to traveling. If the Trip Leader is unable to attend, they are banned from traveling and may disqualify the club from being able to travel.

## **Driver (D)**

### **1. Orientation**

Campus Recreation will provide training for prospective drivers. Each semester drivers will be required to attend an introduction to travel meeting prior to any travel.

### **2. On-going Training and Workshops**

During the year Campus Recreation will provide a variety of workshops and other training opportunities for drivers. On occasion there will be a workshop that requires a Driver's attendance. See the Sports Clubs calendar for details.

### **3. Meetings**

Prior to travel- drivers may be required to schedule a Trip Meeting with the Sports Clubs Lead two weeks prior to travel and attend a Trip Meeting prior to traveling.

## **Traveling Safety Officers (TSO)**

Safety Officers are required to meet with the Sports Clubs Lead prior to the first practice, competition or travel. It is the TSO's responsibility to exchange trip details with the Trip Leader prior to traveling.

### **1. Orientation**

Safety Officers are required to meet with the Student Lead-Sports Clubs or Assistant Director of Campus Recreation- Rec Sports prior to the first practice, or competition. See Safety Officer Orientation information.

### **2. On-going Training and Workshops**

On occasion there will be a workshop that requires safety officer's attendance. Please see the Sports Clubs calendar or contact the SCPA for details.

### **3. Meetings**

Safety officers are required to confirm responsibilities prior to the first practices, competitions or travel.

# THE TEAM REGISTRATION PROCESS

Campus Recreation (CR) encourages students to establish sports clubs that meet an unmet need. Sports Clubs must design and implement programs, events, and activities, which support and enrich the goals of CSU Channel Islands' educational mission. Involvement in sports clubs presents students with the opportunity to broaden their learning, obtain leadership and interpersonal skills, and develop a commitment to service. Student participation in student organizations attracts new students to our campus and integrates them into our CI culture and traditions. Sports Clubs strengthen campus-community relations, improve inter-institutional communications, and facilitate students' acquisition of skills.

Sports Clubs are expected to abide by the policies, rules and regulations listed on the [Policies and Guidelines](#) page.

If you see a need for a new student organization on campus, why not start it yourself?

## WHAT IS NEEDED TO START A SPORTS CLUB?

1. [Sports Club Profile \(Approved\)](#)
2. Five students willing to participate in your student organization
3. One advisor (must be CI faculty, staff or administrator)
4. A ratified constitution (see the [Developing a Constitution](#) page for additional information)
5. An eligible president, vice president, treasurer, and safety officer  
(see the [Officer and Member Information](#) page for additional information)

All clubs must become recognized/registered in order to seek funding, use of University facilities and use the University logo/name. Each "official" Sports Club must submit a renewal request each semester in order to remain active.

## TYPES OF SPORTS CLUBS

### Recreational

Recreational Sports Clubs provide opportunities for participation in a sport or leisure activity with participation and enjoyment being the sole purpose for the organization.

### Instructional

The primary purpose of instructional clubs is to introduce the sport to individuals, advance the skills of others and increase overall participation. A registered Sports Club that focuses on instruction and development of common skills and interests is an instructional Sports Club.

### Competitive

A registered Sports Club that is highly organized and provides instruction and competition at the intercollegiate/extramural level is in this classification. Competitive Sport Clubs are generally characterized by their participation in a league or conference and their affiliation with a regional or national governing body. Competitive Sports Clubs generally have a coach to assist with instruction and regulation of playing time, but coaches do not have administrative responsibility for the club.

## **Combination**

Sports Clubs can register with one, two, or all types of clubs. (Recreational, Instructional, & Competitive)

### Starting a New Sports Club

Any CSU Channel Island student with an interest in a particular sport may seek to create an official Sports Club. The interested individual(s) should schedule an appointment with the Assistant Director of Campus Recreation- Rec Sports by calling (805) 437-8902 (office Arroyo Hall-119). The ADCR will discuss the policies, procedures, and requirements to start a Sports Club with the individual(s) and provide guidance and assistance throughout the registration process. New organization applications are due by the third Friday of each semester. Student organizations that do not meet this deadline may opt to pursue the Exploration of Interest Status.

## **THE APPROVAL PROCESS**

There are four stages to becoming an “official Sports Club,” either registered or recognized, at CSU Channel Islands. The four stages are; Exploration of Interest Stage/Organizational Stage, Candidacy Stage, Registered/Recognized Stage, and the Official Status Stage. The length of time to complete each stage is primarily dependent upon the interest of the students and the effort expended by the students.

### **NEW CLUBS ONLY- Exploration of Interest/Organizational Stage**

With five interested CI students, the group can apply for Exploration of Interest Status. Exploration of Interest Status allows the group to secure meeting space and advertise their group on campus. This will facilitate the process for them to recruit members, an advisor and receive assistance with completing the Recognized/registered process. In order to achieve Exploration of Interest Status, interested members must meet the eligibility requirements and submit a New Club Intent To Register form. A Sports Club Profile Form (five members required) may be required. The first part of this stage is to determine if there is an interest amongst the students on campus to participate in the proposed club. A minimum of five students is required to proceed through the organizational part of this stage. Ultimately the number of members required is dictated by the sport (i.e. if ten players are required to play at one time then a minimum of ten members is required to obtain “official Sports Club status”). Students forming the club may print flyers and hold interest meetings to obtain interested members. During this stage, meetings are held to determine what type of club should be formed, define the primary purpose of the club and elect temporary club officers to guide the development process. During this phase, the Recreational Sports Assistant will work with the group and University departments to confirm space for participation, storage space, and the insurability of the activity.

The primary steps to complete this stage and move into candidacy are the formation of an approved constitution (see the Constitution section), the election of an Executive Board/Officers and obtaining a faculty/staff advisor. Interested students must prove that their club will:

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

If student organizations do not have the items necessary to start a registered student organization but do have five interested students, the group can apply for Exploration of Interest Status. Exploration of

Interest Status allows the group to secure meeting space and advertise their group on campus as an “Exploration of Interest” group (only). Note: all flyers created must be approved by the SCPA or ADCR of Campus Recreation. Flyers are not allowed to include the CI name or logo until being officially recognized. This will facilitate the process for them to recruit members, an advisor and receive assistance with completing the registered process. In order to Exploration of Interest Status, students must submit a Request for Exploration of Interest Form (located in CISync.) Follow the following steps.

Access CISync

STEP 1: Submit the Sports Club Profile through the CR Sports Clubs web page

STEP 2: Meet with the Recreational Sports Assistant or Assistant Director of Campus Recreation- Rec Sports

STEP 3: Become a Sports Clubs Exploration of Interest Member

1. Access MyCI
2. Enter your University login credentials
3. Select access to CISync
4. Search and then select (Your Name) Sports Clubs Exploration of Interest

STEP 4: Update New Club Intent To Register form and/or Profile

Sports Clubs: After the [Sports Club Profile](#) Form has been submitted, prospective groups that intend on using the following names, or participate in the activities stated will need to be recognized as a sports club: rodeo, football, rugby, ice hockey, skating, lacrosse, wrestling, gymnastics, swimming, diving, hiking, biking, kayaking, dancing, skiing, snowboarding, martial arts, soccer, Ultimate Frisbee/Disc, Judo/Karate, basketball, baseball, softball, track & field, squash, racquetball, roller hockey, volleyball, tennis, bowling, sailing, water polo, cross country, table tennis, golf, fencing, rowing/crew, archery, riflery/firearms safety, badminton, equestrian, weightlifting, field hockey, cycling, cheer, and dance.

### **Candidacy Stage for Sports Clubs**

Students who have completed the Exploration of Interest stage, approved by CR and Clubs & Orgs, and gathered the necessary elements may apply for recognized/registered status. Meet with the Assistant Director of Campus Recreation- Rec Sports. (805-437-8902) for details.

### **Recognized/ Registered Stage for Sports Clubs**

After the club fulfills the registration requirements from Sports Clubs, sport club members must complete the [Player Participation Forms & Fee Payment](#)

All sports club officers and members must submit the following forms, which are located in the CISync Campus Recreation umbrella:

1. The [Sports Club Participation Application](#) (online)
2. The Release of Liability and Health Declaration (online)
  1. Sports Club officers and competing members must pay the mandatory Sports Club Insurance Fee of \$45 per person (July 1 through June 30), per club of which he/she is a member. More information about the insurance fee is located at:

## **Official Status Stage for Sports Clubs**

After the club fulfills the Insurance Fee Payment requirements for each participating member, the club president will confirm the clubs roster with the SCPA or ADCR prior to participating in any activity.

The SCPA and ADCR will review the clubs “official roster,” officer grade point averages (GPA), and member status with Judicial Affairs and application accuracy.

Registered student clubs/organizations are required to complete the same paperwork as recognized sport clubs. This includes having a constitution and an advisor and being approved by Campus Rec. Registered sports clubs can hold meetings on campus once they have been approved. These sports clubs, however, do not receive TK920 funds.

## **(New or Inactive Club) Probationary Period for Official Status Stage**

A probation period is a minimum of one semester without presenting for funds.

In order to meet the probation period minimum, the sports club must function as a club by generating their own fundraising and sponsorships without requesting funding for one semester. Final determination will be determined by the Sports Clubs Executive Council.

## **NATIONAL AFFILIATIONS**

Competitive Sports Clubs are required to be a member of a minimum of one national governing body. Sports Clubs should research the best match for a National Governing Body (NGB) to join. The club must make the recommendation and discuss with the Recreational Sports Assistant or Assistant Director of Campus Recreation- Rec Sports before making a final decision.

### **National Governing Body's (NGB's) and Regional Associations Contact List:**

- **Archery**/US Collegiate Archery <http://www.uscamail.com/>
- **Badminton**/USA Badminton <http://www.usabadminton.org>
- **Baseball**/USA Baseball <http://web.usabaseball.com/index.jsp>
- **Bowling**/USA Bowling <https://www.bowl.com/usabowling/>
- **Cheerleading**/American Association of Cheerleading Coaches and Advisors (AACCA) <http://www.aacca.org>
- **Climbing**/USA Climbing <http://www.usaclimbing.org/>
- **Crew**/USA Rowing <http://rowing.teamusa.org/>
- **Cycling**/USA Cycling <http://www.usacycling.org/http://www.stanford.edu/~roadman/> [Bike Racing/WCCC/](http://www.usacycling.org/http://www.stanford.edu/~roadman/)
- **Dance**/USA Dance <http://usadance.org/>
- **Dodgeball**/USA Dodgeball <http://www.dodgeballusa.com>
- **Dragonboat**/US Collegiate Dragon Boat Club <https://www.usdbf.org/>
- **Fishing**/Fishing League Worldwide <https://www.flwfishing.com/>
- **Handball**/USA Handball <http://www.usahandball.org/>
- **Hockey**/USA Hockey <http://www.usahockey.com>
- **Ice Hockey**/American Collegiate Hockey Association <http://www.achahockey.org>  
Pacific Coast Hockey Association <https://pcaha.ca/>

- **Judo/USA Judo** <http://www.usjudo.org>
- **Lacrosse/USA Lacrosse** <http://www.lacrosse.org>, <http://mcla.us/conference/slc>
- **Paintball/National Collegiate Paintball Association** <http://www.college-paintball.com>
- **Roller Hockey** <http://www.usahockey.com/>
- **Rugby/USA Rugby** <http://www.usarugby.org>  
Southern California Rugby League <http://www.scrfu.org/>
- **Sailing/US Sailing** <http://www.ussailing.org>
- **Ski & Snowboard** US Ski Association <http://www.ussa.org> USA Snowboarding Association <http://www.usasa.org/>
- **Soccer/US Soccer** <http://ussoccer.com/>, <http://westcoastsoccerassociation.com/>
- **Synchronized Swimming/United States Synchronized Swimming** <http://www.usasynchro.org/>
- **Surf/National Scholastic Surfing Assoc.** <http://www.nssa.org/>
- **Table Tennis/USA Table Tennis** <http://www.usatt.org/index.shtml>
- **Taekwondo/USA Taekwondo** <http://usa-taekwondo.us/>
- **Tennis/United State Tennis Association (USTA)** <http://www.usta.com/>
- **Ultimate/Ultimate Players Association** <http://www.upa.org/>
- **Volleyball/USA Volleyball** <http://www.usavolleyball.org/> Southern California Collegiate League <http://sccvl.com/html/index.php>
- **Water Polo/USA Water Polo** <http://www.usawaterpolo.com>  
Collegiate Water Polo Association <http://www.collegiatewaterpolo.com>
- **Water Ski/National College Water Ski Association** <http://www.ncwsa.com/index.php>
- **Wrestling/USA Wrestling** <http://www.themat.com/>

## **RENEWING A SPORTS CLUB**

### **Mandatory Renewal Requirement for All Student Organizations**

In order to retain recognized/registered status, all student organization executive officers must participate in the Fall Sports Clubs Officer Orientation, student organization online training, and advisors must satisfy the advisor orientation requirement.

### **Priority Renewal Registration for Sports Clubs**

Priority registration opportunities are given to official Sport Clubs that register prior to summer break. Priority registrants that fulfill the requirements will be able to participate in the Freshman and Transfer Island View Orientations, and be able to request court and field space for practices and league competitions in the summer. Contact the Recreational Sports Assistant for Campus Recreation to confirm your club's participation and see the Sports Clubs schedule for details.

### **Team Registration/Renewal-**

President or Officer must complete the CISync Registration through club's portal

***Please note: In order to complete this form, you will need the name, phone number and email address of all officers and the advisor(s) of the student organization and a ratified constitution.***

### **Step-by-step instructions:**

This registration must be completed by the third Friday from the first day of the semester to ensure your sports club will be renewed.

## **There are five easy steps for renewing your organization:**

1. Gain Administrator Access (See Step 1)
2. Update Your Portal with Current Information (See Step 2)
3. Presidents, Vice Presidents, and Treasurers- Complete the President/Treasurer Agreement, Register and then Attend Officer Orientation
4. Advisors- Complete the Advisor Agreement & Advisor Orientation
5. Officers (President, VP, Treasurer) - Complete the Officer Orientation

### **Logging into CISync**

Organization renewal is done entirely in CISync through your organization's portal. The following are instructions on how access CI Sync:

1. Go to [www.csuci.edu](http://www.csuci.edu)
2. Select MyCI
3. Enter your University credentials to log into MyCI
4. Select "CISync" on the list of "My Links"

### **Step 1: Gain Administrator Access**

1. A current portal administrator can grant you administrator access OR
2. Email [sportsclubs@csuci.edu](mailto:sportsclubs@csuci.edu) with your name, organization name and the role you have in your organization in the subject line. In the body of the email, type "Please provide me with administrator access."

### **Step 2: Update Your Portal Settings**

1. Search your club's name in the search bar or select below under "My Memberships"
2. Click blue button "Re-Register This Organization"
3. Proceed through the six steps of registration
4. Organization Profile
5. Organization Categories
6. Organization Interests
7. Organization Profile Picture (Your club's logo)
8. Organization Roster
9. Upload your Club's Constitution (See "[Developing a Constitution](#)" for more information)
10. Ensure that all required fields are entered.
11. All officers must meet the requirements stated in the [Policy on Eligibility for Membership in Student Organizations](#)
12. After clicking the 'Finish' button, please go to your MyCI email to verify that you received a confirmation from CISync stating that your form was successfully submitted.

### **Step 3: Complete the President and Treasurer Agreements & In Person Orientation**

1. When the "Organization Settings" have been updated in your student organization's portal, the president will receive an email with a link to the "President Agreement Form"
2. The President should fill out the required fields on the form and select "finish"
3. The completion of your "President Agreement Form" will be automatically recorded on your organization's registration status.

**Step 4: Complete the Advisor Agreement & Advisor Online or In Person Orientation**

1. When the “Organization Settings” have been updated in your student organization’s portal, the advisor(s) will receive an email with a link to the “Advisor Agreement Form”
2. The advisor(s) should fill out the required fields on the form and select “finish”
3. The completion of your “Advisor Agreement Form” will be automatically recorded on your organization’s registration status
4. All Sports Club Advisors must will be emailed a link to complete the Sports Club Advisor Agreement form. New advisors must attend an in-person orientation with the Assistant Director of Campus Recreation-Rec Sports, and returning advisors must complete the online Returning Advisor Orientation. The Advisor Orientation must be submitted the third Friday of the Fall semester or no later than 10 business days after the advisor assumes his/her position (in the event of an officer change).

**Step 5: Complete the Officer Online Orientation**

1. All Presidents, Vice Presidents, and Treasurers are required to attend an in-person Officer Orientation. Information and registration are available within CI Sync.
2. Safety Officers must attend an in-person Safety Officer Orientation. Information and registration are available within CI Sync.

**Processing Information**

- Your CISync registration form will be reviewed by Campus Recreation within ten to fifteen business days after the deadline to verify eligibility status of officers and receipt of President Agreement and Advisor Agreement.
- All orientations must be completed by the third Friday of the fall semester or no later than 10 business days after the officer/advisor assumes his/her position (in the event of an officer change). If orientations are not received, your organization could lose registered status.
- Your club officers will be notified by e-mail when all requirements have been met. (All officers have attended an in-person orientation, Safety Officer has turned in CPR/First AID Certifications and attended orientation, Advisor has completed agreement form and orientation (if applicable), and the President and Treasurer have completed the ASI02 funds agreement/training.)

Questions? Contact Campus Recreation at (805) 437-8902 or [campusrecreation@csuci.edu](mailto:campusrecreation@csuci.edu).

**Please note:** The following are the minimum eligibility requirements to be an executive officer (President, Vice President, and Treasurer) of a student organization at CSU Channel Islands:

- Must be enrolled in no less than six units at CSU Channel Islands (undergraduates)
- Must be enrolled in no less than three units at CSU Channel Islands (graduate and credential)
- Have a cumulative, CI and semester GPA of at least 2.5 (undergraduates)
- Have a cumulative, CI and semester GPA of at least 3.0 (graduate and credential)

- Be in good academic and behavioral standing (not on academic or disciplinary probation)
- Be free of any holds on University records.

### Application Processing

A complete application must be received before the deadline (third Friday of the semester). The following must be received by the deadline stated above in order to receive the benefits of a registered student organization:

- CISync On-Line Registration
- An eligible president, vice president, and treasurer (with all contact information)
- An advisor (with all contact information)
- Safety Office
- Contact information of all officers
- A description of the purpose of the student organization
- A description of how the student organization supports the University mission statement
- A ratified constitution
- President Agreement Form & Advisor Agreement Form
- Advisor orientation and officer orientation completed by all officers including the president, vice president, and treasurer
- A minimum of five students, and four students who will serve as officers and/or members

## **The Constitution**

By definition, an organization is a "body of persons organized for some specific purpose, as a club, union or society." The process of writing a constitution will clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will allow members and potential members to have a better understanding of what the organization is all about and how it functions. It will provide a structure to aid future leaders of your organization to insure that the group continues on a sound course. If you keep in mind the value of having a written document that clearly describes the framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

For more information on developing a constitution, go to:

<http://www.csuci.edu/studentleadership/clubs-organizations/developing-a-constitution.htm>

### Once your Sport Club has a Constitution – what do you do with it?

Remember the reason for having a constitution is that it articulates the purpose of your club and spells out the procedure to be followed for its orderly function. Once your club develops this constitution, review it at least once every academic year. The needs of a club will change and it is important that the constitution reflect the current state of affairs. All changes to the constitution must be submitted to Campus Recreation for review and approval.

Every year each Sports Club is required to renew their constitution.

The constitution of an organization contains the fundamental principles, which govern its operation, and establishes the specific rules of guidance by which the group is to function. All groups should have their basic structure and methods of operation in writing.

## ***WITHHOLDING AND WITHDRAWING OFFICIAL RECOGNITION***

If a club fails to uphold the policies and standards set forth by the University, official recognition or registration status may be withdrawn.

### **Inactive Clubs**

Sport clubs that anticipate being inactive must inform the Recreational Sports Assistant. Inactive clubs must inform Campus Recreation to cancel insurance and return all equipment to Campus Recreation. Sport clubs will become inactive if they do not renew membership.

### **Reactivating a Club**

To reactivate a club, members must submit a new constitution and begin at the Exploration of Interest/Organizational Stage, and then go through the probationary period.

## **THE PARTICIPANT REGISTRATION PROCESS**

### ***PLAYER REGISTRATION AND RENEWAL***

#### **Sports Club Player Participation Application**

Sports club participants must complete the following process to participate in the Sports Clubs program:

- 1) Become a Student Campus Recreation Member: Complete the [Student Campus Recreation Membership Application](#) from the Campus Recreation Membership and Passes web page- <https://www.csuci.edu/recreation/dp-passport.htm>
  - 2) Become a Sports Club Member: Complete the [Sports Clubs Player Participant Application](#) from the Sports Clubs Forms web page- [www.csuci.edu/recreation/sportsclubs/scforms.htm](http://www.csuci.edu/recreation/sportsclubs/scforms.htm)
  - 3) Pay the \$45.00 Activity Insurance Fee through one of the following two methods:
    - a. [Credit Card Payment](#) (American Express, Discover, Master Card, and Visa) (add 2.75% convenience charge) through the Sports Clubs web page- <https://www.csuci.edu/recreation/sports.htm>
- Or
- b. **Cash, Check or Money Order Payment:**
    - **Cash**

- **Step 1**  
Deliver the cash to Student Business Services/Cashier Window located in Sage Hall (first floor room #146/ 805-437-8810)
- **Step 2**  
Deliver your insurance payment receipt to the reception window located in the Recreation Center at Arroyo Hall (During Regular Open Hours)
- **Check or Money Order**
  - **Step 1**  
Make check or money order payable to: CSU Channel Islands (Your Club's Name Here) Sports Club Insurance Fee
  - **Step 2**  
Write the following account number in the memo section of the check: TK920-550102
  - **Step 3**  
Deliver the check to Student Business Services/Cashier Window located in Sage Hall (first floor room #146)
  - **Step 4**  
Deliver your insurance payment receipt to the reception window located in the Recreation Center at Arroyo Hall (During Regular Open Hours)

### **Logging into CISync for Returning Members**

Step 1: Login to your CISync portal, sign in (top right corner), and select the "Your Sport Club" Portal page under "My Memberships" or type in search bar

Step 2: Access the Registration Document Sports Club Participant Application Process links

Step 3: Follow instructions

### **Logging into CISync for New Members**

Step 1: Complete the [Sports Clubs Player Participant Application](http://www.csuci.edu/recreation/sportsclubs/scforms.htm) from the Sports Clubs Forms web page- [www.csuci.edu/recreation/sportsclubs/scforms.htm](http://www.csuci.edu/recreation/sportsclubs/scforms.htm)

Please note: In order to complete Sports Clubs Participant Application form, student will need the name, phone number, email, health insurance, and emergency contact number. Registration Deadlines Apply- This process must be completed by the sport club's deadline date. See the specific clubs constitution for details.

Step 2: An email invitation will be forwarded to you to by the sport club's officer or Campus Recreation department.

Step 3: Login to MyCI, sign in (top right corner), select CISync, and select the "Your Sport Club's" Portal under "My Memberships" or type in search bar

STEP 4: Access the document and calendars as needed

## **Logging into CISync for Sports Club Officers**

A current portal administrator can grant you access OR Email [sportsclubs@csuci.edu](mailto:sportsclubs@csuci.edu) with your name, organization name and the role you have in your organization in the subject line. In the body of the email, type "Please provide me with approval."

If you have questions please contact [Lauren.zahn257@csuci.edu](mailto:Lauren.zahn257@csuci.edu) or [Nathan.Avery@csuci.edu](mailto:Nathan.Avery@csuci.edu).

## **SPORTS CLUB RELATED POLICIES & EXECUTIVE ORDERS**

Policies for Sports Clubs have been developed to provide a safe, educational and enjoyable environment for students, faculty, staff, and the CI community. Violation of these policies may result in disciplinary action taken against the participant and/or the club.

### ***MEMBERSHIP ELIGIBILITY***

#### **Minimum Number of Students**

Official recognition of any student club/organization at CSU Channel Islands requires a minimum of five (5) students who are currently enrolled in at least one class at Channel Islands. Sports Clubs require a minimum of the number of players necessary to compete in the sport in order to be official. The president, vice president, treasurer, and safety officer of the student club/organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

#### **Maximum Number of Non-students**

Players in registered and recognized Sports Clubs must be enrolled students of CSU Channel Islands. Sports Clubs are allowed to have faculty, staff, and alumni as members of the club, however these members are not allowed to participate in practice or competition against other clubs. Contact the Recreational Sports Assistant for details.

#### **Sports Club Member Requirements**

##### Qualification for All Members

Students must be matriculated and enrolled at a CSU campus. Each student must also be in good standing and must not be on probation of any kind. Additional N.G.B. may apply.

#### **Sports Club Officer Requirements**

##### Minimum GPA Requirement for Club Officers

Officers must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.5 grade point average (GPA) each term as well as a cumulative 2.5 GPA. Each student must also be in good standing and must not be on probation of any kind. Clubs may determine that they would like stricter requirements for its officers.

##### Minimum Unit Load for Officers

Undergraduate students must earn six semester units per term in order to compete on a Sports Club team. Graduate and credential students must earn three semester units per term.

### Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

## **MEDICAL**

All participants in the Sports Clubs program must be in good health before participating. There may be special requirements and clearances required for the type of sport and the risks involved.

### **First Aid Protocol**

Each Sports Club is responsible for securing and maintaining a first aid kit that must be present during all events, this includes practices. The club's Safety Officer must make sure that the kit is properly supplied before each event and communicate to others in the club where the kit will be located. Campus Recreation provides emergency supplies at the Rec Center; however Campus Recreation does not provide tape, bandages, etc. for use to protect a former injury or prevention. Sports Clubs will need to provide items that are used on a regular basis and should make sure that these items are accounted for in their budget. Each year, Sport Clubs are required to submit an inventory of what is included in their First Aid Kit.

### **Medical Clearance**

If a participant has a preexisting condition that may be contraindicated for participation, a physician's release is required prior to participation. Participants in high-risk sports clubs may also be required to obtain a physical prior to participation.

### **Concussion Management Plan**

Concussion protocol must be followed. Students with suspected symptoms of a concussion should be removed from play, assessed for potential emergency need, and be referred to a trained medical professional. The Sports Clubs Athletic Injury Prevention Program(AIPP) includes discussions and information on the following components: Injury Management, and Signs/symptoms of concussions. Resources related to concussion management, practices, diagnosis et.al can be found at the following sites:

CDC (ImPACT Program):<http://impacttest.com/concussion/overview>

CDC (Heads Up):<http://www.cdc.gov/headsup/index.html>

NCAA Handbook:<http://www.ncaa.org/health-and-safety/concussion-guidelines>

NCAA Guidelines: [http://www.ncaa.org/sites/default/files/SMH\\_Guideline\\_21\\_20160217.pdf](http://www.ncaa.org/sites/default/files/SMH_Guideline_21_20160217.pdf)

NATA: <http://www.nata.org/health-issues/concussion>

Sports Concussion Institute:<http://www.concussiontreatment.com/>

CIF (high school): <http://cifstate.org/sports-medicine/concussions/index>

Concussion Facts: <http://MichiganNeuroSport.com>

### **Medical Personnel Resources and Requirements**

Medical personnel may be required. Depending on the sport, pre-examinations, or attendance for practices and competitions may be required. If required, the expense for the personnel is the responsibility of the club. The various personnel that may be required include: athletic trainer, EMT (emergency medical technician), and paramedic.

## **Athletic Trainer Requirements**

As deemed by the ADCR, high-risk sports tend to require an athletic trainer on site. All Sports Clubs that sponsor youth events/camps are required to hire an EMT and/or Athletic Trainer to attend those events.

## **Safety Officer Requirement**

All Sports Clubs are required to have a minimum of one Safety Officer that are CPR and First Aid certified, and trained in concussion protocol. High-Risk clubs will require a minimum of two Safety Officers. A safety officer must be present at all practices, performances, and competitions.

## **EQUAL ACCESS**

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other University living groups. Student organizations shall deliver to the vice president for Student Affairs or his/her designee a statement signed by the president or similar officer of the local student club/organization attesting that the club/organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually in the club's constitution.

## **IMPROPER CONDUCT REGULATIONS**

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the University's jurisdiction, as set forth in the University Catalog and/or Student Guidebook, will be subject to disciplinary action by the University. For the purposes of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action by the University.

## **POLICY ON DRUG-FREE CAMPUS & WORKPLACE (POLICY NUMBER: FA.31.010)**

CSU Channel Islands recognizes that substance abuse has become an increasingly serious problem affecting all aspects of society, including the workplace and academia. Substance abuse can seriously hamper productivity and efficiency; impair job and academic performance; jeopardize the safety of the abuser, other members of the CSU Channel Islands community, and the public; threaten security; and pose serious physical and psychological health risks to the abuser. Sports Clubs should review the policy pertaining to drug-free campus and workplace located online at <http://policy.csuci.edu/FA/31/FA.31.010.htm>

## **POLICY ON SEXUAL HARASSMENT FOR STUDENTS (POLICY NUMBER: FA.31.008)**

California State University Channel Islands University is committed to maintaining an environment free of discrimination and all forms of coercion that impede the academic freedom or diminish the dignity of any member of the University community. The University emphasizes this policy specifically as it pertains to the prevention of sexual harassment and to the obligations of students, faculty, and staff. Sports Clubs should review the policy pertaining to sexual harassment for students located at <http://policy.csuci.edu/FA/31/FA.31.008.htm>

## ***POLICY ON NON-DISCRIMINATION (POLICY NUMBER: FA.31.007)***

California State University Channel Islands is committed to serving the diverse educational needs of the people of the State of California into the 21st century and beyond. This commitment extends to the pledge to create an educational environment in which diversity is viewed as a desirable and valuable asset to the University itself and to the community it serves. Sports Clubs should review the policy pertaining to Non-Discrimination located online at <http://policy.csuci.edu/FA/31/FA.31.007.htm>

## ***POLICY ON ALCOHOL AT CI (POLICY NUMBER: SA.03.003)***

The University Alcohol Policy relates to all members of the campus community with the exception of tenants leasing space in the academic campus with pre-existing agreements and those parties with agreements governed by the Specific Reuse Plan on behalf of the Site Authority (University Glen, The Town Center and the future Research and Development Park) otherwise including students, faculty, staff, visitors, and sponsored organizations and is intended to guide practices related to alcohol use and to achieve the following:

- Provide a safe and secure environment.
- Promote healthy choices for the campus community.
- Consistently enforce laws and policies regarding the use of alcohol.
- Educate the campus community regarding safe, legal, responsible and moderate consumption of alcohol for those who choose to drink and not to punish responsible, legal behavior.
- Encourage members of the campus community to take responsibility for each other.
- Provide assistance, when appropriate, to those members of the campus community who need support, treatment, and other services.
- Involve members of the campus community in all steps of the implementation process and alcohol awareness program development.
- Focus alcohol abuse prevention efforts on campus and community environments.

Sports Clubs should review the policy pertaining to Alcohol at CI located online at <http://policy.csuci.edu/SA/03/SA.03.003.htm>

## ***CSU EXECUTIVE ORDERS***

The California State University Office of the Chancellor issues Executive Orders (E.O.). An E.O. may be applicable system wide or pertain only to a specific campus. There are three Executive Orders that are very relevant for sports clubs. Executive Order No. 1068 (which supersedes Executive Order No. 1006), 1006 (which supersedes Executive Order No. 969) develops and communicates system wide policies, procedures, and/or guidelines for student organizations and activities. Executive Order 970 provides procedures which are established pursuant to Section 41301 of Title 5 of the California Code of Regulations. They are designed to afford students due process, and the campus guidance to address student misconduct. Executive Order 590 sets guidelines for Student Air Travel. Executive Order 715 speaks to Risk Management. For an in-depth look at CSU Executive Orders please visit [www.calstate.edu/EO](http://www.calstate.edu/EO) .

### **EXECUTIVE ORDER No. 1068 (Supersedes Executive Order No. 1006) Student Activities**

This Executive Order (EO) establishes system wide policies, procedures and/or guidelines for student organizations and activities. EO 1068 may be viewed online at <http://www.calstate.edu/eo/EO->

## **EXECUTIVE ORDER No. 1073, (Supersedes Executive Order No. 1043) Student Conduct Procedures**

This Executive Order (EO) establishes system wide Student Conduct Procedures. This EO covers authority & purpose, general provisions, proceedings, sanctions, interim suspension, and conduct by applicants for admission, dealing with student conduct procedures. EO 1073 may be viewed online at <http://www.calstate.edu/eo/EO-1073.html>

## **EXECUTIVE ORDER 1069, (Supersedes Executive Order No. 715) Risk Management and Public Safety**

This executive order is issued pursuant to the Standing Orders of the Board of Trustees, Section II. Through adoption of the following statement of policy, the California State University recognizes risk management and public safety as an integral function of the CSU. EO 1069 may be viewed online at <http://www.calstate.edu/eo/EO-1069.html>

## **EXECUTIVE ORDER 1041, (Supersedes Executive Order No. 590) California State University Student Travel Policy**

This executive order is issued pursuant to authority Section II of the Standing Orders of the Board of Trustees of the California State University. Through adoption of the following statement of policy, The California State University recognizes student travel as an integral function throughout The California State University system.

This executive order implements Board of Trustee' policy regarding student participation in programs which require air or bus travel that are offered by, or pursuant to a program, of the California State University, any student body organization, or any organization affiliated with any such organization, or with any combination thereof.

Effective immediately, student travel required in CSU-affiliated programs shall be conducted in compliance with Trustee Policy on Student Travel, Board of Trustees' Resolution REP I-92-02, Attachment A, which is hereby incorporated and made a part of this executive order.

This executive order expands the policy to include bus-ground transportation livery conveyance and applies to all CSU student travel. EO 1041 may be viewed online at <http://www.calstate.edu/EO/EO-1041.html>

## **CONDUCT AND DISCIPLINE**

### **CODE OF CONDUCT**

The basic concept underlying the University's standard of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always act in ways, which

do not detract from the reputation of the University. This includes conduct during practices and games, when using equipment and facilities, and conduct in general both on and off campus.

The sports club eligibility and conduct policies were developed to ensure that all club members remain in good standing with the Sports Clubs program, their respective league/conference and their NGB (National Governing Body). Failure to meet these requirements may lead to individual and/or club suspension, probation or expulsion from the Sports Clubs program and possibly the University.

### ***POLICY ON JUDICIAL AFFAIRS (POLICY: SA.11.004)***

To develop, disseminate, interpret and enforce campus regulations; to protect relevant legal rights of students; to address student behavioral problems in an effective and educational manner; to facilitate and encourage respect for campus governance; and to provide learning experiences for students who participate in the operations of the judicial system. Sports Clubs should review the policy pertaining to Judicial Affairs located online at <http://policy.csuci.edu/SA/11/SA.11.004.htm>

### **Sports Clubs Judicial Process**

Upon a violation, the Recreational Sports Assistant or Assistant Director of Campus Recreation- Rec Sports (ADCR) will initiate the Sports Club Judicial Process. This process will include an investigation, a discussion with the appropriate individuals, a review of the evidence and finally a hearing with the Sports Club Executive Council (SCEC). The SCEC will review the evidence and recommend the appropriate disciplinary action. The offending club(s) or individual(s) will be notified in writing of the sanctions being imposed. Sanctions may affect coaches, officers, players or the entire club.

If a sanctioned individual or club wishes to appeal the sanction imposed by the SCEC a written appeal must be submitted to the (ADCR) within seven (7) business days of the official sanctions notification. The (ADCR) will review the hearing notes and may choose to conduct a new investigation. Upon review, the (ADCR) will announce a decision to either support the SCEC sanctions or alter the sanctions.

Depending on the severity of the incident, Campus Recreation may also forward the case to the Dean of Students office for review and possible University sanctions. The information listed below states the CSU Channel Islands Policy on Judicial Affairs and synopses of the California Code of Regulations regarding student discipline. Visit Judicial Affairs [www.csuci.edu/studentlife/judicial](http://www.csuci.edu/studentlife/judicial)

Hearing - Sports Club Executive Council (SCEC) will conduct a hearing, inviting the specific sport club officer(s). Attending Officers will have the opportunity to address the reasons to the SCEC for the violation(s). After final questions from the SCEC, the sports club representatives will be asked to leave the room until a decision is reached. The SCEC will review the evidence, and then recommend the appropriate disciplinary action.

Example of Sports Clubs Hearing Agenda:

Case #1- Sport Club Name  
Violations:

- 1) Player participating without the proper Insurance and Sports Clubs Participation Request form.
  - a. Topics

- i. No Insurance Payment
    - ii. No SCPR completed
  - b. Solution(s) to resolve:
    - i. \_\_\_\_\_
- 2) Failure to provide an accident report in a timely manner (over 24 hours)
  - a. Topics
    - i. No accident reported within a week
  - b. Solution(s) to resolve:
    - i. \_\_\_\_\_

## **RISK MANAGEMENT**

Campus Recreation (CR) assists Sports Clubs in providing a safe environment for participation in competitive, instructional and recreational sports. Sports club activities involve significant risks and thus potential for losses. These losses may adversely affect students, the University and University resources. Every effort shall be made to reduce these risks. Although all risks associated with sports participation cannot be eliminated completely, it is the responsibility of each club member to assist CR to reduce these risks. The following guidelines are provided to reduce the risks and to minimize the impact of injuries and incidents during sport club events.

Sports club officers are required to attend risk management workshops or meetings. Additional liability insurance can be purchased and is recommended. Each high-risk sports club must identify at least two Safety Officers/members who are certified in First Aid and CPR. A minimum of one Safety Officer must be at each practice or competition. Their certification cards must be copied and kept on file with the coordinator of Recreation Sports. Contact Campus Recreation, American Red Cross or University calendar for CPR and First Aid workshop dates and times.

### ***POLICY ON RISK MANAGEMENT (POLICY NUMBER: FA.32.002)***

Risk Management is an administrative process that allows the University to conduct its programs and activities in a manner that does not create an unreasonable risk of loss or injury. The purpose of Risk Management is to prevent or minimize losses and thereby protect University assets. Risk Management requires careful decision making to select reasonable procedures and actions that, while designed to protect University assets, do so without undue interference with activities important to the Campus mission. Sports Clubs should review the policy pertaining to Risk Management located online at <http://policy.csuci.edu/FA/32/FA.32.002.htm>

### **Waivers**

Participants who have not officially registered and signed the online waiver **MUST** fill out a paper waiver before participating in ANY team activity; this includes but is not limited to team meetings, practices, and games

Participants who have not registered online or signed a paper waiver are not allowed to participate in any team activities until they have done so.

## **Personal Data Sheet**

All Sport Club teams should have a personal data sheet with the following information for each team member or participant:

- Name, relation, and phone number of an emergency contact person
- Any allergies (e.g. bees, latex)
- Any medical conditions (e.g. epilepsy)

## **Safety Officers and First Aid Kits**

All high-risk sports club teams must have a minimum of two designated Safety Officers who are CPR and First Aid certified. The Safety Officers are responsible for checking out the team First Aid Kit for team events and ensuring that it is fully stocked.

## **Safety Officer Attendance Requirements**

At least one “official” safety officer will be present at all team activities. A safety officer can also be designated as the trip leader for each event or activity. This trip leader will be in charge of carrying with them the teams’ personal data sheet, risk management plan, emergency action plan, and blank injury/incident reports. This safety officer will also be responsible for immediate contact with the Recreational Sports Assistant in case of an emergency.

## **High Risk Sport Clubs**

For all high risk sport clubs, teams should acclimate any new/novice members into the activity. That is, if a student joins a team with no experience or knowledge of the potentially dangerous activity, the team should have specific measures outlined to educate the new members and prevent injury.

## **Serious Accident/Incident Protocol**

In the event of a serious accident or life threatening injury, teams will follow the Serious Incident Protocol of the Emergency Action Plan:

## **Campus Emergency Phone Numbers**

- 9-11 from CI landlines
- 8444 (University Police) from CI landlines
- 805-437-8444 (University Police) from cell phones on campus

## **Off-Campus Emergency Phone Number**

- 911

## **Contacting Emergency Medical Services**

In the event of a serious accident or injury, or at the request of the participant, call Emergency Medical Services immediately.

The following circumstances warrant an IMMEDIATE call to EMS:

- Unconscious- no matter how briefly
- Disoriented or confused
- Severe bleeding
- Broken bones

- Respiratory distress- shortness of breath, dizziness, blue lips, clammy skin, or any sign of heart attack
- Signs of a stroke- FAST (**F**ace: Smile, **A**rms: Lift Both, **S**peech: Say Name, **T**ime: Aware)
- Possible head or spine injuries
- Seizure
- Inability to walk unaided
- Bee sting with known allergy or observed allergic reaction
- Violence/fighting

When calling EMS, remember to:

- State the problem clearly
- State your exact location
- State the location where the ambulance should arrive
- Stay on the line until the dispatcher tells you to hang up

After you have called EMS:

- Render first aid as appropriate until EMS arrives
- If off campus, immediately notify the Sport Club Coordinator
- If in the Campus Recreation Center, immediately notify a Professional Staff Member, student Assistant.

### **Serious Incident Protocol**

In the event of a serious accident or injury:

1. Call EMS/911
2. Call the participant's emergency contact
3. Call the Recreational Sports Coordinator to notify him of the situation

## ***INFORMED CONSENT***

Each Sport Club member must complete a "Release of Liability, Waiver of Right to Sue, Assumption of Risk, and Agreement to Pay Claims" form within the participation application to become eligible for participation. This acknowledges the participant releases the University from all liability, waives the participant's right to sue the University and assumes all risks of participating in the club and its activities including travel to and from activities.

## ***INSURANCE***

### **CSU Club Sports Insurance Program (CSIP)**

The CSU Club Sports Insurance Program (CSIP) was launched on August 1, 2012. The program is designed to cover students for accidental injuries while participating in the University's or Auxiliary Organization's Sport Clubs programs, including competitive and recreational Sport Clubs that are officially recognized by the University as a student organization.

The Club Sports Insurance Program maintains a risk pool for primary accidental medical expense up to a \$30,000 limit per accident, subject to a \$100 deductible. Excess accident medical expense coverage is provided by commercial insurance up to \$5,000,000. Additionally, the program purchases primary General Liability insurance with a \$1,000,000 limit; no deductible. The new CSU Club Sports Program protects both the Campus and CSU system from liability associated with the CSU sponsored program.

**Eligible Persons:** All matriculated students who are participants in Policyholder (CSU) supervised and sponsored club sports activities. Eligible persons include all students associated with the approved Sport Clubs per campus of the California State University System. Each club provides a list of male, female, and including the number who opted-out or noted as being LGBTQ/non-gender conforming designation participants annually for coverage to be in effect (cost is per participant).

**Covered Activities:** A covered activity means a Policyholder (CSU) supervised and sponsored club sports activity approved by the designated California State University, for which the Covered and Eligible Person is enrolled in the insurance program.

Sport Club teams should meet any and all specific insurance requirements set forth by the Sport Club program, Recreational Sports, University, facility, league, national governing body, etc. before participating in any team activity or event. If private vehicles are used as transportation, the owner/driver of each vehicle must have proper insurance coverage.

Insurance coverage is designed to limit the “out of pocket” expenses incurred due to accidents and injuries. The three types of insurance needed by clubs and club members are Individual Health, Catastrophic and Liability. Please see the Recreational Sports Assistant for details.

## **Liability**

The legal responsibility for costs or damage can be the responsibility of participating students. Liability Insurance is purchased to protect the entities, Sports Clubs, the University and participants from losses. Sports Clubs are required to be covered by liability insurance. Every effort should be made to reduce the risk of liability.

## **General Requirements**

Participants are responsible for their own proper conditioning as a prerequisite for participation. Officially recognized/registered sports clubs at all CSU campuses must carry adequate liability and secondary medical insurance for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. In no case may a campus use General Funds to pay for Sports Club insurance. No student, non-student, or volunteer may participate in a Sports Club without approved insurance, and no Sports Club may be recognized/registered or organized to participate in practices, competition, or travel without approved insurance.

### Hold Harmless Provisions

Important: Insurance documents must include, but not be limited to, appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the State of California, the Trustees of the California State University, the (campus) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

## **Individual Health Insurance**

Sport Club members should be covered under a health insurance plan.

Suggestion: If applicable, prior to purchasing insurance, request to be added to a group plan through work or family member.

## Sports Club Insurance Information

### Secondary Catastrophic Insurance

Sport clubs are required to obtain secondary health insurance to become “official” and before holding any practices or competitions. The insurance policy needs to cover catastrophic injuries related to sport club participation and travel. Discounted insurance is available for all CSU Channel Islands Sport Clubs through the National Intramural-Recreation Association (NIRSA). Please see the Recreational Sports Assistant for details.

### Liability Insurance/Event Insurance

Special event activities may expose the sports club and University to significant risks. The University entity managing these events should evaluate and mitigate these risks. One way to limit special event risks is through the purchase of special event insurance. The campus risk manager can help with suggestions on how to mitigate risks associated with the event and the decision to purchase this optional insurance.

Special events are activities held in University facilities and usually anticipate public attendance. If applicable, “event” insurance must be approved and purchased through the Assistant Director of Campus Recreation-Rec Sports. Liability Insurance- Sports Clubs are required to obtain liability insurance. This insurance can also be purchased through NIRSA. Please see the Recreational Sports Assistant for details.

The Sports Club Insurance Fee is a mandate by the California State University Chancellor's Office. It is now a requirement that sports club members pay a \$45 insurance fee each year (for each club that they belong to) as part of the registration process. If students do not pay the fee, they may not join the club. Every club must have at least five members/players who have paid the fee and completed Sports Club Participation Application and the Sports Club Release of Liability and Health Declaration Form in order to be registered with the University.

The Sports Club Insurance Fee covers students who are injured during club practices and games. This means that student are not required to have their own medical insurance in order to be a member of a sports club team (however, it is always recommended so that students have medical insurance for their non-sports club relate illnesses and/or injuries). Please note that all fee payments are non-refundable. In order to pay the fee, please complete one of the following: **In order to pay the fee with a CREDIT CARD** (*American Express, Discover, MasterCard, and Visa are accepted*): Go to <http://go.csuci.edu/payinsurancefee> (Notice: convenience fee of 2.75% is applied to each transaction)

1. Follow the prompts on the screen to complete your payment
2. This will allow for the fastest payment of your fees and Campus Recreation will be able to get a report of your payment. **In order to pay the fee with a CHECK, CASH OR MONEY ORDER:** Make the check payable to: CSU Channel Islands – X Sports Club Insurance Fee (The X represents your club’s name)

1. Write the following account number in the memo section of the check: 660010-TK920-550102-00095
2. Turn the check or cash to Student Business Services located in Sage Hall, first floor room #146-148

**Bring your receipt to the Recreation Center** located in Arroyo Hall (During Regular Hours). If you do not bring the receipt, we will not be able to confirm your payment and you cannot participate.

Players/members are not considered registered until this fee is paid (and the other online forms have been submitted). Please note that it can take 2-3 business days to process your payment and update your records. Therefore, you should plan ahead if you have a timeline of when you would like to be registered to play.

### Travel

Travel presents a high risk to participants, Sports Clubs and the University. Strict guidelines have been created to reduce the risks associated with travel.

## **CLAIMS REPORTING**

### ***How to File a Claim for CSU System wide Club Sports Accident Medical Insurance Program***

To process your claim please submit the following three pieces of information:

1. Completed and Signed Claim Form
2. Itemized Bills
3. Explanation of Benefits(EOB) from your Primary Insurance Carrier

These documents should be Emailed, Mailed or Faxed to:

Health Special Risk, Inc.  
4100 Medical Parkway  
Carrollton, Texas 75007  
[CSUCLAIMS@HSRI.COM](mailto:CSUCLAIMS@HSRI.COM)  
(972) 512-5820 Fax  
(972) 512-5600 Voice

1. The Claim Form enables us to open a claim for the treatment of your injury. To avoid delays in claim processing please be sure the “other insurance” portion of the claim form is completed in full. The claim form must be signed by a school official such as a coach or athletic trainer.
2. Itemized Bills: Please include copies of all medical bills, showing the name and address of the provider of service, date of service, type of service and the charges. Account statements or “balance due” statements are helpful, but do not contain all the information needed to process the charges.
3. Explanation of Benefits: If you have other medical insurance, all medical bills must be first submitted to that carrier for their determination of eligibility. If the charges are not paid in full by the other medical insurance carrier we will need to see a copy of the “Explanation of Benefits” from that carrier prior to issuing benefits from this office. If you have no primary medical insurance the need for an “Explanation of Benefits” will not be applicable to your claim.
4. Claim Filing and Coordination: The SCA must coordinate with the campus Risk Manager to file and process claims through Health Special Risk, Inc. The SCA may provide claim forms to the injured student, but the Risk Manager should be involved in the actual claim process as the campus contact point.





**CSU System wide Club Sports  
General Liability Coverage**

**CLAIM REPORTING NOTICE**

Preferred Method Email: [RSCLaims@aig.com](mailto:RSCLaims@aig.com)

Telephone: 866-546-8234

Fax: 866-785-2722

Mail: AIG Claims Department

AIG Programs c/o ACPC

PO Box 2310

Alpharetta, GA 30023-2310

To follow up on a claim previously reported, please contact: 877-873-9972

***EMERGENCY ACTION PLAN***

Our goal is to be proactive, not reactive! Sports Club members and coaches/instructors need to take every precaution to prevent accidents and injuries, however accidents do happen. The Emergency Action Plan (EAP) includes important emergency contact information relevant to specific practice and competition locations. There must be an EAP for every practice and game on site and on file with Campus Recreation. Each sports club shall develop a safety plan for activities, including how the activity will be controlled to protect members and what procedures to follow in the event of an emergency.

An emergency action plan (EAP) is a written document detailing how Sports Club members are to respond in an emergency. An EAP is required for all practice and competition locations. Clubs are required to anticipate every potential safety risk that could occur with the Sports Club and discuss how to respond to each situation. Familiarity with where emergency/cell phones are located is important in the emergency action plan. The location of the facility and how to direct emergency personnel there needs to be addressed in the plan. The sport club members that are certified in CPR and First Aid need to be identified. Accident reports must be completed and submitted to the Recreation Center within 24 hours of an accident.

**Assess Situation**

NOTE: Do not move subject for any reason, let E.M.S. move them. Also ask other people that are around to leave the area.

**Dial 9-1-1 for Emergencies**

- If on-campus dial (805) 437-8444 for University Police (notify them if E.M.S. has been called.)
- Apply Ice if appropriate (Remember I.C.E. = Ice, Compression, Elevation)
- If possible have someone direct E.M.S. to the proper parking lot
- Prop front door open (if applicable) & Keep the area around the subject clear so E.M.S. can remove the subject
- Pull up Medical History Form (if applicable)
- Complete Accident/Incident report

## What to Do When an Injury Occurs

Immediate action for all injuries:

### ***On campus:***

If a serious injury of illness occurs, immediately call Campus Police by dialing 911. Give Campus Police your name, the nature and severity of the medical problem, and the location of the victim. Campus Police will provide immediate medical attention and will arrange transportation if necessary. If the injury is minor, an employee with First Aid training may provide First Aid. Administration of First Aid must be documented in a departmental first aid log. Campus Police is helpful with administering first aid, as well as determining if further medical attention is needed. Campus Police/ Police can be reached at campus extension 8444 or by dialing 911.

### ***Off Campus:***

If a serious injury of illness occurs, immediately call Police by dialing 911. Give Police your name, the nature and severity of the medical problem, and the location of the victim. Police will provide immediate medical attention and will arrange transportation if necessary. If the injury is minor, an employee with First Aid training may provide First Aid. Administration of First Aid must be documented in a departmental first aid log. Please see Safety and Prevention document. Police can be helpful with administering first aid, as well as determining if further medical attention is needed. Police can be reached by dialing 911. If someone gets hurt while at the Waterfront follow what is recommend from the Universities Risk Management office web page found at [http://www.csuci.edu/hr/hr\\_documents/whattodowhenanaccidentoccurs.htm](http://www.csuci.edu/hr/hr_documents/whattodowhenanaccidentoccurs.htm).

### ***When the injured person is an employee:***

If the injured person is a University employee, notify the employee's supervisor and Human Resources staff as soon as possible. Immediate reporting of work-related accidents and injuries is very important, for both the timely investigation of accidents and the timely provision of Workers' Compensation benefits to the employee. Upon receiving knowledge of a work-related injury or illness, the supervisor of the affected employee must complete a Supervisor's Injury or Illness Report and submit it to Human Resources with 24 hours of the reported injury. As soon as the injured employee's immediate needs are met they must be provided a Workers' Compensation "Employee Claim Form" (DWC-1). This form can be obtained from the Workers' Compensation Coordinator (ext. 2623), or any Human Resources staff. This form must be provided to the injured employee within 24 hours of the reported injury. The injured employee in need of Workers' Compensation benefits should complete this form and return it to the Workers' Compensation Coordinator. Additional information about Workers' Compensation can be found on the web page Facts About Workers' Compensation. If an injury requires that an employee be off work, a doctor's release will be required for the employee to return to work. When an accident involves a student, campus visitor or vendor: Report the accident to Human Resources immediately. A University employee (the person in charge of the activity wherein the accident occurred, or a witness to the accident) must complete a Student/Visitor/Vendor Accident Report, and submit it to Human Resources as soon as possible. Please refer to EMERGENCY PROCEDURES flipchart, posted in offices throughout campus, for procedures to follow in the event of various other emergencies

# FISCAL MANAGEMENT

## FUNDING SOURCES

There are a variety of funding sources available to sports clubs at CSU Channel Islands. If the club is Recognized, the primary funding source is the Recreation and Athletic Fee (TK920). Other funding sources for both Recognized and Registered clubs include: sponsorships, donations, fundraising events and dues (ASI02). Depending on the clubs status, certain requirements apply, for example, when a sports club decides to request dues, they may only charge for specific travel or participation at an additional event. (i.e. traveling team)

## Recognized Sport Clubs

### Recreation and Athletic Fee (TK920)

This fee is paid by all matriculating students at CSU Channel Islands. The fee supports general Campus Recreation programs and services, athletics, and sports clubs.

### Sports Club Deposits (ASI02)

Sport club funds must be deposited in the clubs discretionary “ASI02”ASI account through ASI (SUB) front desk within 24 hours of collecting funds. If funds are collected on weekends, this process must be completed by the end of the first Monday following the collection. (Example: ASI02-Club’s Program Code) Deposits and account balances can be viewed on club’s CISync portal page within the Finance tab.

### Gifts and Donations

All gifts and donations must be approved. Gifts and donations provide much-needed support for many sport clubs. Gifts may be monetary or in many cases, items the club needs to function or use in an auction or giveaway. Donations are generally monetary, clubs should be aware that gifts and donations come with restrictions. A [Request For Permission To Solicit Donations and Sponsorships](#) form must be completed.

### Sponsorship

All proposed sponsorships must be cleared through the ADCR prior to acceptance. Only sponsorships which support the University’s mission will be allowed.

### General Membership Dues vs. Participation Dues

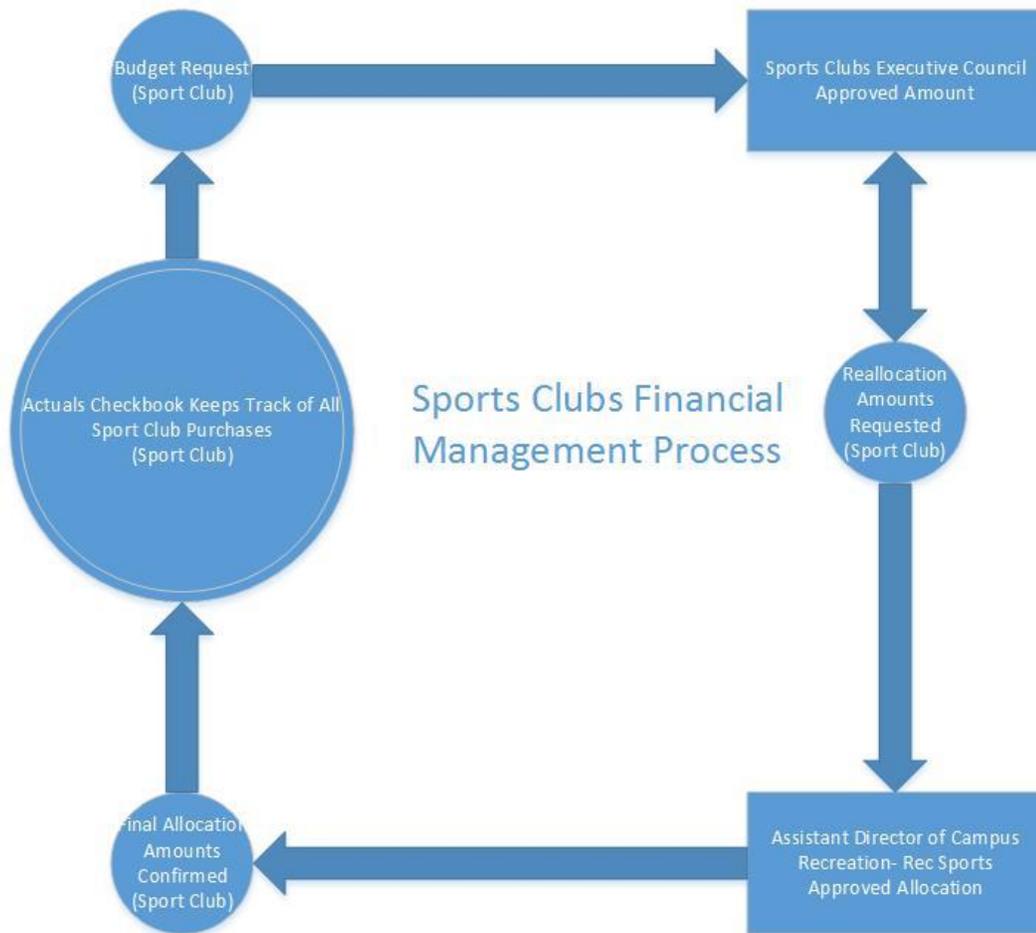
Dues may be charged to members of a competitive team, however they may not be charged for the general membership. As such, dues generally should be used to assist the team with travel expenses, team uniforms and game expenses. All dues must be approved by the Student Lead-Sports Clubs.

## BUDGET REQUESTS

Each sports club is responsible for their assigned budget. Worksheets with instructions specific to each club are provided. An Expense Menu, Timeline, and Checkbook Forecast Worksheets are required to list expenses and the dates that the bills must be paid. The club’s Final Budget Workbooks is used to clarify expense categories, and to specify the month in which they are paid.

## FINANCIAL MANAGEMENT PROCESS (SPORT CLUB'S)

Each Sports Club is responsible for managing their money. Workbook mastery is required by each club's treasurer. Workbook and worksheet instructions are provided in the CISync Documents section. The Workbook is an "active" working group of spreadsheets that keep the club's information organized. An updated Workbook is required at all meeting times with CR Staff, and prior to presenting any budget request.



Timeline- February Budget Presentations > Deliberations > Allocation Amounts > Final Approval > Fall Semester Request

## **Budgeting**

Budgeting is vital to the success of any organization. Each Sports Club shall develop a budget for their specialty prior to commencing the new semester. The budget must be approved by the majority of the club and shall not substantially change unless approved by the Assistant Director of Campus Recreation-Recreational Sports (ADCR). The budget will include all anticipated expenditures as well as all anticipated revenue projections. The first step to developing a sound budget is to create a strategic plan and timeline for the year. This strategic plan should include the goals/aims, objectives and strategies for the upcoming year.

Note: In the months of November (If requesting to reallocate funds for Spring), and February (If proposing for funds for the next academic year), Sports Clubs are required to submit, and then present their budget proposal. The month after presenting, Sports Clubs receive notification on any amounts that have been allocated to each accounting category. Once the budget amounts are approved by Campus Recreation, the Sports Club must modify their worksheets to reflect final numbers. Actual planned expenses will be inputted and will follow the Sports Clubs timeline. All modified amounts must be resubmitted to CR for approval.

Fiscal budget amounts must be documented in detail according to accounting-string on the Actual Expense by Fund Checkbook for each specialty. This process creates the “road map” for spending and accounting for each semester. This Expense by Fund Checkbook Log creates up-to-date account information, while encouraging accountability for the Sports Clubs.

## **Sports Club’s Workbook and Budget Request Paperwork**

Budget requests are made by eligible sport clubs in February. A prerequisite to qualifying for a presentation time is submitting complete information prior to the designated deadlines. The SC’s Workbook, and Budget Request Paperwork (SC Profile, SC Narrative, and PowerPoint Presentation) are required to be submitted to the SCA when requested.

The Workbook is a “working” record for each club to record information on an annual (Academic year) basis. The accuracy of the club’s workbook is the responsibility of the club’s Treasurer, and the information is used as a template for the next year’s budget request proposal. The following worksheet templates are included in the Individual Sport’s Club Workbook in the Documents section of CISync club’s portal:

[Sports Club’s Menu](#) (Tab 1 in SC Workbook)

[Sport Club’s Timeline](#) (Tab 2)

[Inventory Worksheet](#) (Tab 3)

[Checkbook Worksheet](#) (Tab 4)

[Budget Summary Worksheet](#) (Tab 5)

[Checkbook \(Actual\) Worksheet](#) (Tab 6)

### First Step

Review, and confirm the club’s equipment inventory and financial resources from their ASI02 account (If Applicable), and then forecast next year’s anticipate League/Tournament schedule.

### Second Step

Timeline Worksheet- A historical timeline is kept on the club to build specific costs and events information to be used for the clubs future decisions. Historic club financial records are important for efficiency of each club. Club’s that keep detailed information from past purchases, travel, and events will make it easier and more cost efficient for future requests. Update the timeline information on the Sport [Club’s Timeline](#).

### Third Step

Input all travel and purchase expenses into the Planned Checkbook Worksheet. Determine the travel and purchase amount that will be included in the request.

The checkbook should include all anticipated purchase and trip costs. The purpose of this worksheet is to specify the cost details of each purchase or trip. Accounts, Dates, Cost Details, and Special Instructions are required.

### Fourth Step

Complete the Menu with all the planned travel, purchases, practices, etc. Sports Clubs Menu & Calendar- Provides the club with an organized list of purchases, travel, and events that will be requested during the year. Each request will need to be accounted for and the club will be responsible to keep requests within the approved limits. A menu of options should be available to each sport club in the case of unplanned weather conditions, expenses, or additional available funds.

### Fifth Step

Copy, and then transfer the monthly budget amounts from the Checkbook worksheet to the Budget Summary worksheet. (This worksheet is only used for the annual budget proposals.)

## **Creating a Budget Forecast**

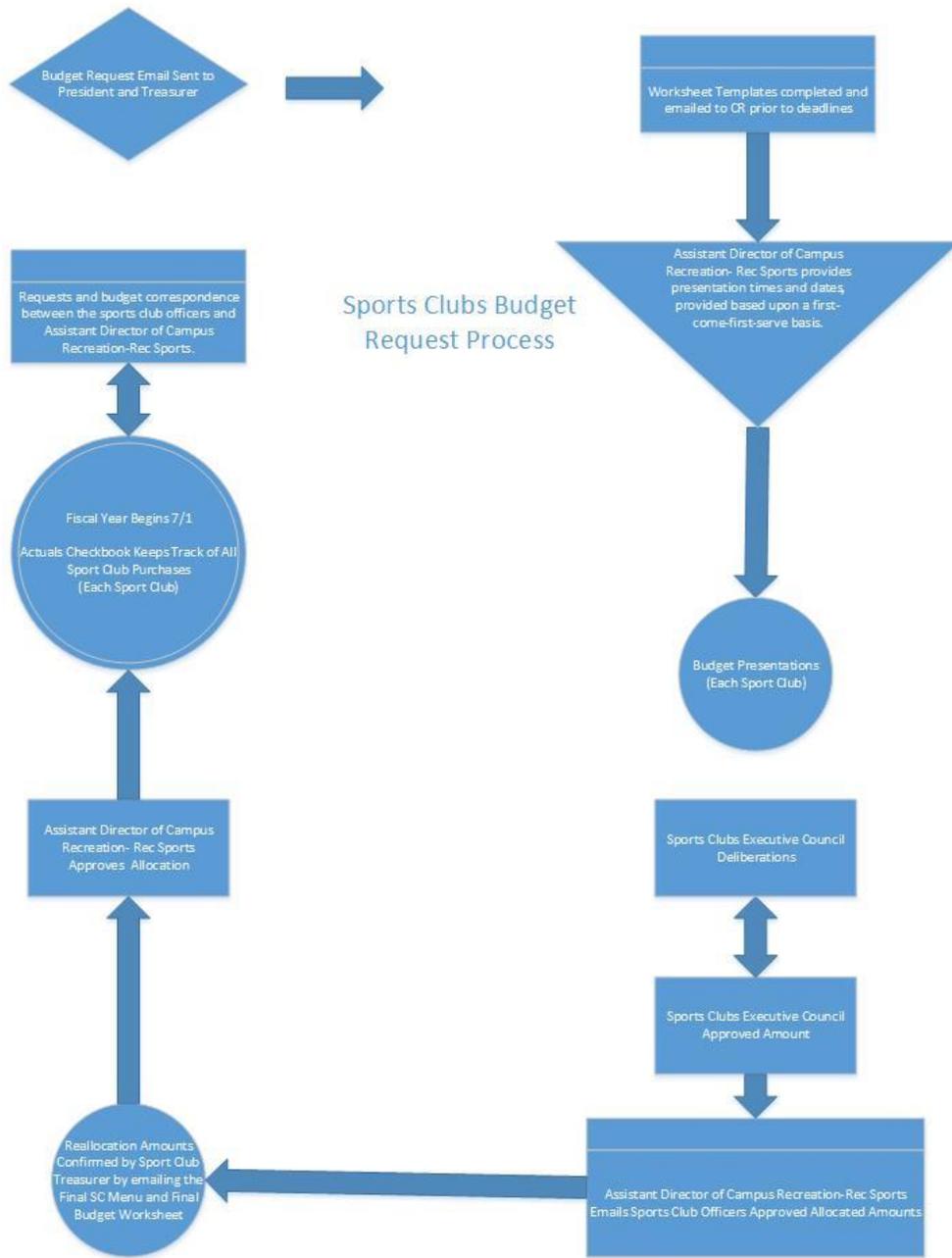
Sports Clubs need to forecast accurately to make sure that their budget is sustainable. Estimates should be created from past data from purchases and activities or though utilizing information from other similar categories.

### Calculation of Expenditures

The calculation of expenses is a process that is time consuming when creating a new strategy, however it is necessary to develop an accurate budget request. Templates have been developed for creating a comprehensive budget request. The templates are based on the funding source as the funds are managed in various systems on campus. Budget allocations for the TK920 fund are placed in a budget development program. Past history can be very useful in creating a budget request. Please review previous history with the ADCR prior to developing a new request.

### Calculation of Revenues (If Applicable)

The calculation of revenues is challenging. Each year revenues can fluctuate a great deal based on allocation amounts (if applicable) fundraising efforts, the economy and the success of the category. Revenues for Sports Clubs are placed in an on-campus account. This account stays in perpetuity.



## **Budget Request Paperwork (Sport Club's)**

Each sports club must complete and submit the following worksheets through the Forms section in CISync, and then submit with the club's completed Workbook. **Budget Requests** examples are located in the Documents section of the "club's" CISync portal. Each club should have saved workbooks from previous semesters.

### Sports Club Profile

Includes the qualitative and quantitative data of the sports club.

### Sports Club Presentation Narrative

Helps describe the club, and describes the use of the club's funds.

### Sports Club PowerPoint Budget Presentation Template

Template for presenting Sports Club's budget request to the ADCR. The template provides consistency for each presentation and assures the ADCR is provided with the necessary information to make an informed decision regarding requested allocation.

## **Budget Request Paperwork Steps**

The budget request process and presentation are designed to be simple and user-friendly. An email reminder will be sent out by the ADCR to all Sports Clubs that will confirm the deadlines, and include instructions for the form templates, and step-by-step instructions on how to complete the request process. Please see the SC Calendar for the Workbook Budgeting Workshop.

To begin the budget request process, please follow these steps:

### **Step 1**

Complete/Update the SC Workbook

### **Step 2**

Complete the [Sports Club Profile & Presentation Narrative](#)

### **Step 3**

Complete [Sports Club PowerPoint Budget Presentation Template](#)

## **Presentation Process**

Prior to the presentation, sport clubs must complete and then submit all of the appropriate documents through the Sports Clubs Officer portal. Once the forms are received by the ADCR, a presentation (7-minute max) will be scheduled. Presentation schedules will be determined on a "first-received-first-choice" selection basis. Note: Presentations will be conducted during the month of February.

A sports club scorecard is distributed to the SCEC members which highlights each club's fixed cost, and emphasizing priority of funding to be allocated for the clubs' with the following criteria; 1) Payment of the National Governing Body(NGB)/League fees, 2) Payment of competition travel vs. other CSU, and UC institutions, and 3) Opportunity to compete in a regional, and/or national competition. All other clubs that do not meet the above criteria's will be limited to requesting \$3,000.00. All additional requests will be presented on a case-by-case basis.

## **Allocation Process**

### ***Allocated Amounts***

After the amounts are determined by the SCEC, and then confirmed by the ADCR, an email is sent to the Sports Clubs. Each Sports Club will need to update their worksheets in their workbook to reflect adjusted amounts (If applicable). The Final Workbook will be reviewed, and then approved by the ADCR. Final workbooks will be saved in each Sports Club's Documents section in the club's portal for the club's use, and a copy will be placed in the CR Sports Clubs file that is hosted on the server.

### **Final Budget Worksheets Instructions**

The Final Budget Workbook includes six worksheets that must be updated. The Sports Club's Menu, Sports Clubs Timeline, Checkbook Anticipated Worksheet, Budget Summary Worksheet, Inventory Worksheet, and Checkbook Actual Workbook.

Please follow these Final Budget instructions:

#### **Step 1 Menu**

Review the amounts that are assigned to each TK920 account, and then compare with your Menu, which includes the anticipated costs of equipment, and travel.

#### **Steps 2 Timeline**

Update the Final Budget Workbook timeline worksheets to reflect the approved dates and amounts. Modify and input the specific dates/amounts that have been approved from each account on each applicable worksheet.

#### **Step 3 Inventory Worksheet**

Inventory- Prepare the updated inventory worksheet to reflects the actual equipment and location of each item.

#### **Step 4 Checkbook Anticipated Worksheet (Anticipated Expenses)**

Checkbooks- Prepare the checkbook anticipated with the checkbook actual to confirm amounts in each account. Expenses- Update the Timeline/ Calendar with the anticipated purchases and the amounts that have been approved for each account. Confirm the amounts are linked to the appropriate accounting string. Each Sports Club's purchase must be submitted for approval and reflect the date of the month that has been approved.

#### **Step 5 Budget Summary**

Budget Summary is prepared for the budget allocation that is submitted to the Division. The monthly amounts should follow the checkbook anticipated amounts within each account. Change font from black to red on the Budget Summary to reflect the anticipated charges that should occur, and then after they do occur, modify actual number, and then font color to black.

#### **Step 6 Checkbook Actual (Actual Expenses)**

Checkbooks- Follow the checkbook Anticipated, and then update the checkbook actual to reflect each actual expense as they occur. Confirmed amounts in each account can be tracked by changing font from red to black to red on the Checkbook Actual

## **Final Menu Instructions**

The Final Menu includes the complete list of the anticipated purchases, events, and trips that have been accounted for in the club's budget.

Please follow these Final Menu instructions:

### **Step 1**

Review the anticipated purchases for the sport club, and then verify the costs and dates of planned purchases. Clarify the accounting strings that will be utilized for each purchase. (Example: Accounts-ASI02 or TK920)

### **Steps 2**

Place dates and amounts of purchases on the Menu worksheet, and then update the Timeline Worksheet.

### **Step 3**

Review the anticipated Home and Away Events for the sport club, and then verify the dates of planned the planned travel.

### **Step 4**

Travel- Update the trip dates and costs on the Menu (including the appropriate accounting strings), update Timeline/Calendar with the anticipated detailed meetings and competitions, update the costs of each trip. Confirm the amounts are linked to the appropriate accounting string. Each Sports Club's trip must be submitted for approval prior to travel.

## Sports Club Financial Statements

All financial account statements can be received from the ADCR on a monthly basis or within two weeks from a request. Complete a Financial Statement Request form two weeks prior to needing the information.

## ***INACTIVE CLUBS BUDGET***

Any club which is inactive after the first four weeks of the spring semester will have all remaining TK920 funds swept from its budget allocation. The funds will go to the SCEC to provide funding for special requests from active sports clubs if necessary. All funds in the club's ASI account will remain in the account for up to three years. After three years of inactivity, the funds will be transferred to the SCEC ASI account for future use.

## ***CI FINANCIAL DEPARTMENTS & PROCESSES***

### **Procurement and Contract Services**

The Procurement office at Channel Islands is responsible for the purchasing of goods and services for the University. There are two general methods for procuring goods. The issuance of a Purchase Order(PO) or use of a credit card can be used. The Request for Goods and Services (RGS) form is

generally the preferred method. This method requires a 204 Form to be on file from the vendor, and the acceptance of a Purchase Order (PO) by the vendor. This method does afford the greatest security for the club as it provides a contract between the vendor and the University. The RGS method can be used for both TK920 funds and ASI accounts. Another method is the use of a credit card. The Procurement Card or P-Card is used for TK920 funds and has limitations. The P-Card can be used, and does afford the opportunity to order goods from some companies, which do not accept a purchase order. Depending on the account being used, and the amount of purchase, ASI ProCard is used for credit card purchases using funds in the ASI account. On rare but special circumstances a check request form may be used to purchase a good or service.

## **Sports Clubs Procurement and Contract Services Process**

Sport Clubs use CSU Channel Islands Procurement department through Campus Recreation to order many goods and services. Procurement is the department that approves sports club requests, and then sends purchase orders to businesses. Once the purchase decision is made, a Sports Clubs Request form must be created. Please include the following items within the Purchase Request form, and submit through the CISync Officers portal:

- 1) Final Detailed Estimate From The Company(If Applicable)
- 2) Details of the specific items, the quantity, cost and accounting string(s).
- 3) Price Comparison (Minimum of 3-Items)
- 4) Picture of the product

Important- All Purchase requests must be submitted by the club's treasurer or CR certified officers, and be approved by the Sport Clubs president, before it will be accepted by Campus Recreation. Requests will be compared to the club's Final Budget before it will be approved by the Assistant Director of Campus Recreation- Rec Sports. Depending on the transaction method (Purchase Order or Credit Card) the Purchase information will be forwarded to the appropriate department.

## **Accounting Department**

Sport clubs use CSU Channel Islands Accounting department through Campus Recreation to pay for goods and services. Accounting is the last department that approves and sends payments to businesses.

## **Sports Clubs Accounting Process**

All transactions need to be accounted and should have a copy of the details filed. Transaction logs are the responsibility of each club. Transactions need to be compared with balances in the accounts. A daily balance should be calculated and compared to the actual amounts on a systematic basis. It is the club's responsibility to meet with the Student Lead-Sports Clubs to obtain the up-to-date workbook format that is required.

## **Associated Students, Inc.**

Sport clubs use ASI to pay for goods and services from their fundraised account. Accounting is the last department that approves and sends payments to businesses.

## **ASI “ASI02” (Sport Club Discretionary Account) Summary**

Associated Students Inc. (ASI) is an auxiliary organization supporting the University by providing programs, services, and publications that meet the needs of a diverse CSU Channel Islands student body. ASI has agreed to provide an on-campus account for all sports clubs. This account is provided for a club to deposit all fundraising, donations, dues and sponsorship funds. This account stays in perpetuity for the club and has fewer restrictions than the TK920 accounting string. Sports clubs may not hold an off-campus account or keep funds with an individual. All revenues must be placed in the provided ASI account. To place funds in the assigned ASI account, a deposit form must accompany the funds and be submitted to the ASI office.

ASI Account(Sport Club Discretionary Funds) (For deposit & transactions)

Accounting String Detail= **Account-Class**

Example: #####--ASI02-#####(Club Number)

**“ASI02” Accounting String Key**

Account (Specific Type of Purchase from List)

Class (Specific Sport Club Number)

### **Purchases**

All purchases must be approved by the club members via official vote and should be noted in the Meeting Minutes, and included from the club’s approved Final Workbook. The type of purchase will determine the departments and forms that will be used. The treasurer of each club will be responsible for all electronic submissions of purchase and travel requests.

### Allowed Purchases and Reimbursements

Purchases and reimbursements must be preapproved prior to any transaction. Approved transactions will include budgeted requests for equipment, uniforms, travel, competition registrations, and National Governing Body(NGB) dues. Please see the club’s approved Final Budget for specific allowed purchases and reimbursements. All purchases and transactions that are not approved will not be reimbursed, and sanctions may apply.

### Requesting Products & Services

Making requests for; equipment, uniforms, travel, competitions and other expenses that will be incurred for the entire academic year/season must follow a specific process. The time that it will take to complete each request will vary. Each club should work with the SCPA or ADCR to “stream-line” their request process. Clubs that have planned appropriately will be able to complete the electronic request/paperwork for most of the needed products and services before the Fall semester begins. All products and services must be researched and a price comparison must be created. Each item must be compared by comparing the make, model and specifics of the item that are important to the club members. Every club is required to perform three price comparisons for each item. Each comparison should be from a different company and it must include the total cost; tax, shipping & handling fees. It is recommended that clubs contact each company and request a detailed “Good Faith” estimate to be emailed to the club member. The detailed estimates must be placed on a Product Comparison Sheet (PCS). The PCS can be used to present to club members and inform them on the specific differences of each product or service. The club must vote on each item and the decisions

must be documented in the club's Meeting Minutes. Note: New vendors will be required to provide a 204 form (TK920/State) or W-9(ASI account) if CI is required to send out payment. Shirt Order Example- Before obtaining a "Good Faith" estimate for shirts, the club must be able to specify the product or service. Specify the make/brand, material weight (50/50, etc.), Color. Logo size, number of locations and colors need to be determined. If numbers and logos are going to be placed on shirts, the costs for the number of printed colors, and artwork size and location of artwork should be predetermined. RE: Logos, -Before designing shirts, Logos, etc., all Logos and shirt designs must be approved by the appropriate department. Sport Clubs should submit their ideas to Campus Recreation for approval before time and money is spent. See CI Design Guide for color and design details.

### Purchase Order vs. Credit Card Transaction

#### Purchase Order (> \$1,000)

A purchase order (P.O.) is a document containing a request for goods or services sent by a company to a supplier. Sport clubs will use a purchase order when ordering multiple items, customized items and contractual services. Once a product or service is approved for purchase by Campus Recreation, the Purchase Request Form is forwarded to CSU Channel Islands Procurement office for processing. Once Procurement verifies that the supplier has appropriate paperwork (204form) on file, they will email the purchase order (P.O.) request to the supplier. The supplier will fulfill the order by performing the service or mailing the product to the University. Once the product or service is received by the University, the supplier will provide the University with an invoice for the amount that is owed. It is the sport club's responsibility to submit the invoice to Campus Recreation for payment. The University Accounting department will then create and mail a check for the amount requested from the invoice.

Accounting Flow For Purchase Order

Purchase Requests Are Created By Sport Club → Signed/Approved → Electronically Scanned By Sports Club Treasurer → Copy Placed In Treasurer's Folder/ Submitted To Campus Rec through CISync → Approval → Purchase Made → Product Or Service Delivered → Invoice Forwarded To Accounting → Payment Made → Transaction Reconciled & Completed.

#### Credit Card Transaction

A credit card will be used if deemed appropriate by Campus Recreation. All purchases must be linked to the appropriate Accounting String and approved by Campus Recreation. If a credit card is used, the Purchase Request Form will be forwarded to the Campus Rec office for the transaction to take place.

Accounting Flow For Credit Card Purchase

Purchase Packets Are Created By Sport Club → Signed/Approved → Electronically Scanned Or Copied By Sports Club Treasurer → Copy Placed In Treasurer's Folder/ Original Submitted To Campus Rec → Approval → Purchase Made → Transaction Reconciled. → Product Or Service Delivered → Transaction Completed!

#### Check Requests

Sport clubs can create a check request for NGB's and other type of payments that are listed on the form. Requests for checks are most commonly used for payment of products or services received. (Note: Travel Requests must be completed for all travel. Checks will be created after the Travel Expense Claim (TEC) form is completed. Check Request and TEC forms must be created in a timely manner. The requestor will complete the Check Request Form/TEC and attach either an invoice (if paying a vendor) or a receipt (if reimbursing personnel). Other supporting documentation should be attached such as a flyer, agenda, or list of attendees. Upon completing the form(s) and attaching all

necessary items, signatures of the club president or club treasurer, and Student Lead-Sports Clubs must be obtained. The Request Form(s) should be approved by the Student Lead-Sports Clubs.

### ***Accounting Flow For Check Requests***

A Sports Clubs Request form Is Created By Sport Club → Signed/Approved → Electronically Scanned Or Copied By Sports Club Treasurer → Copy Placed In Treasurer's Folder/ Original Submitted To Sports Clubs through CISync → Approval → Product Or Service Delivered → Check Created → Transaction Reconciled → Transaction Completed!

### Multiple, Customized Products & Services

All purchase requests go through Campus Recreation where the transaction method is determined. The type of purchase will determine the departments and forms that will be used. Sport clubs use CI's Procurement department through Campus Recreation to order multiple goods and services as well as custom items, and services. Procurement is the last department that approves and sends purchase orders to businesses.

### Multiple Item Purchases

Multiple items can be included in one purchase request; however orders from separate companies require separate forms. The type of purchase will determine the departments and documents that will be used. An additional "summary" sheet should be attached to confirm all companies and the items requested.

Example for ordering customized tee shirts: All logos and shirt designs must be approved by the appropriate department. Sport clubs must submit their examples to the Recreational Sports Assistant for approval. When requesting an estimate from a company, the club needs to specify the make/brand, material weight (50/50, etc.), and color for shirts. If numbers, letters and logos are going to be printed on shirts, the costs for the number of colors and art work should be predetermined. After three estimates are received from three different companies, club officers present estimates to club members and then a vote is taken and the decision is placed official meeting minutes. The member in charge of completing the purchase request for the club completes a purchase packet and then submits to ADCR for approval. Once purchase is approved, ADCR forwards request to Procurement. Procurement communicated with the company and confirms appropriate paperwork is on file and then forwards a purchase order to the company. The club is responsible for accounting and monitoring transaction. After product is received, the club is responsible for including product in inventory, completing a equipment check out request and confirming that the business is paid.

### Custom Products and Service Purchase Process (Non-Travel)

The purchase request for custom products and services includes: detailed description, itinerary or schedule, and estimate from the company providing the service. Examples of tangible certificates and skills that will be provided should be included. Depending on the transaction method (Purchase order or credit card) the purchase request will be forwarded to the appropriate department.

### Purchases for the entire semester

Pre-Season submissions of purchase requests for the entire semester are strongly recommended. Once submitted, the clubs will be able to determine if there are non-conforming purchases that will need to fulfill additional requirements prior to being approved. Pre-Season submission of purchase requests should include a summary sheet that includes a list of the purchase packets and the intended dates for purchases.

### Purchase Modification

All modifications must be placed in writing in an email or letter and submitted to the Sports Club Administrator for approval in a timely manner. Modifications to purchases may require a vote from the SCEC. Please discuss with the SCA to determine if the SCEC will be required to vote on the new purchase request. (See TK920 & ASI02 confirming & Non-conforming requests info.)

### Purchase Request Deadlines

Each Sport Club will work with the ADCR to determine a designated deadline to complete and turn in the purchase requests. Two weeks is a common requirement, however service contracts can take more than a month to complete. Deadlines to submit requests to CR must be followed. See the SC deadlines for details for submission of requests are posted.

### Purchases During Travel

Prior to a trip, travel requests must be completed and approved. Depending on travel arrangements, most payments are made after each trip through reimbursements. The Travel Expense Claim (TEC) form is used for travel reimbursement and must be created in a timely manner. The requestor will complete the TEC, attach receipts and supporting documentation such as a flyer, agenda, or list of attendees. Upon completing the form(s) and attaching all necessary items, signatures of the club president, and submitted to the club treasurer, and SCA.

### Credit Card Use for Travel

All details of each trip must be supplied in the Travel Authorization Request so accommodations can be made. If a purchase is made with a credit card, the information should be included in the TEC. Please meet with the SCA for travel reimbursement details.

## **Travel/Trip Purchase Reservation and Payments**

All details of each trip must be supplied in the Travel Authorization Request so accommodations can be made. Purchase costs must be determined before each trip and approval of these costs will be determined by the club's budgeted "line" items. Each expense will be linked to a specific accounting string before any payment will be paid from the club's account. Conforming purchases and trips that have been included in the club's Final Workbook will be approved within two weeks. Non-conforming purchase and trips will need to be presented to the SCEC for approval. If ASI02(Fundraised Money) funds are requested, than a majority of the club's members must vote/approved each purchase or trip. After a trip is approved, the Sports Club Administrator will assist clubs in making reservations (If applicable) and determine a plan to pay for expenses. (i.e. Payments for hotel, gasoline, food, and rental vehicles). Depending on the arrangements, a credit card, check or reimbursement can be used.

### Post Purchase

Purchases must be paid for through a check request, credit card or through Procurement. All entities requesting payments from the University are required to submit a 204 form (TK920) or W-9 form (Fundraised ASI) before payment will be made. Check with the S.C.A. for specific details.

### Post Custom Items or Services Purchase (Non-Travel)

Custom items or services must be paid for through a credit card or the Procurement department. An invoice from the vendor or service provider should follow delivery of the product or service. Invoice should be submitted to S.C.A. within 48 hours from receiving item/service.

### Accounting

Transactions need to be accounted and should have a copy of the details filed in the club's electronic and official folders. Transaction records are the responsibility of each sport club. A daily balance should be calculated and compared to the actual amounts on a systematic basis. It is the club's responsibility to meet with the SCA to obtain the workbook format that is required.

### **Verify the Totals**

Total requests must match the club's final budget plans that have been approved by CR. (TK920 or ASI02)

## ***REIMBURSEMENT & ACCOUNTS RECEIVABLE DETAILS***

At the discretion of the S.C.A., teams may have some of their expenditures reimbursed by the Sports Clubs program. Please see the travel expense claim process. When a payment is made using a credit card, the team must submit an original receipt that shows the last four digits of the card and the cardholder's name. All reimbursement requests for each trip must be turned in together, submitted directly to the S.C.A., and must be submitted by Monday at 5:00 p.m. in order to be processed and paid by, at the earliest, Friday of the next week. All reimbursement checks will be available for pick-up from the Universities Cashiers Office.

## ***PROFILE FOR STUDENT REIMBURSEMENT***

All students, faculty, and staff must be in the Accounts Payable system prior to being reimbursed. All individuals planning on receiving reimbursements will need to email [purchasing@csuci.edu](mailto:purchasing@csuci.edu) the following email:

Please add Student

Pay Terms: NOW

(Last Name), (First Name)

Address

City, State Zip Code

[\(firstname.lastname####\)@myci.csuci.edu](mailto:(firstname.lastname####)@myci.csuci.edu)

### Travel Expense Claim (TEC) Forms

The Travel Expense Claim (TEC) form is used for expense reimbursements from travel. After travel is completed and the TEC form(s) is approved by the sports club officers and advisor, sport clubs can

submit forms to the ADCR All reimbursement expenses incurred on each trip must be turned in at the same time. Each request packet must have all receipts attached to an 8 ½” x 11” white sheet of paper and a copy of the program or itinerary of the event. Please see Travel folder for travel details.

Trip packets must be complete and turned in to the Sports Clubs Lead or Recreational Sports Assistant a minimum of two weeks prior to the trip. “Non-conforming” trip requests can take more than a month to process. Incomplete paperwork will not be accepted and will be returned to the Trip Leader for resubmission. Paperwork that is approved by the Recreational Sports Assistant will be date/time stamped and then forwarded to the Assistant Director of Campus Recreation-Rec Sports for the final decision.

Receipt confirmations of travel packets will be emailed to the sport club president, treasurer, and sport club advisor(If applicable) within three days of receipt from the Assistant Director of Campus Recreation- Rec Sports. An approval or disapproval decision will be emailed to the sport club president and treasurer. If no decision is emailed from Campus Rec, the trip and purchases are not approved.

Payment Details

**Sport Club Accounts**

Sport Clubs have two types of accounts that are available; TK920 and Fundraised ASI. Each request and purchase must be linked to a specific numbers that compose an accounting string. Sports club representatives must attend specialized workshops and are required to understand the accounting strings associated with the specific sport club.

The following is an outline of the two different types of sports club accounts:

Sports Clubs Allocated Funds from Budget Requests Account- <b>TK920</b>	<b>Fundraised ASI</b> Discretionary Money placed in designated ASI Account-ASI02
For Transactions Only	Deposit & Transactions
Accounting String Detail= <b>Account-Fund-Department-Program-Class-Project</b> Example: - 606001-TK920-550102-#####-00000-00000	Accounting String Detail= <b>Chart Field- Account-Department-Program</b> Example: 660003-ASI02-5A7001-#####(S. Club Program Code)
<b>Key</b> Account (Specific from Accounts Sheet) Fund (General-TK920) Department (Sports Clubs-550102) Program (Specific Sport Club account) Class (N/A) Project (N/A)	<b>Key</b> Sports Club Account (ASI02) Program (Specific Sport Club)

**Payments**

All requests from each sports club payment must specify the specific accounting string funds are to be debited. Sports clubs have two types of accounts; TK920 and Fundraised ASI account. Payments out of the TK920 can be requested through a credit card, CSU Channel Islands Check Request, TEC form and invoiced after a Request for Goods and Services form has been used. Payments can be requested from the Fundraised ASI account through a credit card, ASI Disbursement Check Request form, ASI TEC form and invoicing after an ASI Request for Goods and Services form has been used.

Review account codes and link to accounts

## **Understanding Accounting Strings**

### **Account Information**

TK920

ACCOUNT-FUND-DEPARTMENT-PROGRAM-CLASS- PROJECT

ACCOUNT= Type of expense (S.C.'s See Budget Preparation Sheets)

FUND= TK920

DEPARTMENT= 550102

PROGRAM= Your Clubs #

CLASS= 00000

PROJECT= 00000

ACCOUNT-FUND-DEPARTMENT-PROGRAM-CLASS- PROJECT

Campus Rec Example: 660017-TK920-550104-000000-00000-00000

Sport Club Example: 660017-TK920-550102-000129-00000-00000

**Account Example-** Service that is requested.

Salaries

Utilities

Supplies and Services

660001 Postage and Freight

660002 Printing

660003 Supplies and Services- Other

660017 Advertising and Promo Publications

## **REPORTS (FISCAL)**

Fiscal report updates are available upon request through the Sports Clubs Lead. A Budget Report Request form must be submitted to the SCA 5-7 days prior to receiving report. S.C.'s must keep their workbooks/budget up-to-date on a daily basis.

### **Sports Club Purchase Tracking**

Sport clubs are responsible to provide the Recreational Sports Assistant with an updated inventory worksheet. The inventory worksheet includes details of all items received and services rendered. The report verifies that the product has been received and that the appropriate account was debited for the charge. Both must be updated for the Recreational Sports Assistant within 24 hours from receiving the product or service. S.C.'s are required to update their club's inventory record and reports daily.

### **Accounts Receivable**

A sports club or division of the campus cannot invoice on the University's behalf. CI Accounts Receivable is the only area that has authority to do so, therefore, if a payment is required, a "Request to invoice" form must be filled out.

### **TK920**

Request to invoice forms must be forwarded to Accounts Receivable if payment is to go into the TK920 account.

## ASI02 (Fundraised)

Request to invoice forms must be forwarded to ASI Accounts Receivable if payment is to go into the Fundraised ASI account.

### View Financial Statement

ASI Budget information can be found on each club's portal page under the Financial tab.

### Update Planning Guide Example

The planning guide has three columns; Project, Person Responsible, and Timeline. This guide is a tool that is designed for sport clubs to use for budgeting, and managing tasks/projects throughout the year.

### Sport Club Purchase, Reimbursement and Account Receivable Forms Summary

TK920 Purchase Forms	Fundraised ASI Purchase Forms
Sports Clubs Order Request	ASI Request for Goods and Services (RGS)
Form 204-Payee Data Record	ASI W9 Form
CI Payment Forms	Fundraised ASI Payment Forms
	ASI Check Request (Department/Programs Use)
Check Request	ASI Check Request (Clubs & Orgs)
Travel Expense Claim Form	ASI Travel Expense Claim form
TK920 Reimbursement	Fundraised ASI Reimbursement
Request to Invoice	ASI Request to Invoice Form
Lost or Missing Receipt (CI)	Lost or Missing Receipt (ASI)
Lost/Mission Receipt Form	Lost/Mission Receipt Form
<a href="https://www.csuci.edu/financial-services/forms-tutorials.htm">https://www.csuci.edu/financial-services/forms-tutorials.htm</a>	Link: <a href="http://asi.csuci.edu/documents.htm">http://asi.csuci.edu/documents.htm</a>

## Purchase Approval

All purchases must be approved by Campus Recreation and in accordance with University guidelines. All sports club equipment purchased by CSU Channel Islands becomes the property of the University. Equipment purchased or donated for a specified club may only be used by members of that particular club unless special permission is granted by the club's Executive Board or by Campus Recreation.

## FUNDRAISING & SOLICITATION

### Request to Seek Donations and Fundraise Form

This form is to be completed prior to seeking donations from vendors/individuals as well as before implementing any fundraising activities. This form is located in CI Sync.

#### BEFORE FUNDRAISING/DONATION SEEKING

1. Get motivated, get creative, and gather ideas (see following page for fundraising ideas).
2. Develop a fundraising/solicitation plan.
3. Submit a **Request for Permission to Seek Donations and Fundraise** through CISync.

- a. Include all businesses you intend to approach.
  - b. Include a description of your fundraising efforts.
4. If you are soliciting local businesses, CR will submit your request form to University Advancement to receive approval.
  - a. Upon receipt of approval, you will receive an email from CR.
5. If you are conducting a fundraiser, CR will review your request form and email you with approval.

## After Fundraising/Donation Seeking

1. After your proposed fundraising/donation seeking effort has ended, submit a **Report on Fundraising and Donation Efforts** form to CR at the Recreation Center.
2. Deposit any money received from fundraising in your ASI02 account within 48 hours of receipt.

You may not:

- Due to health and safety regulations you may not sell baked goods that were not cooked upon purchase.
- Approach any businesses that were not included on your request form without submitting a revised form first.

Questions? Contact Campus Recreation at (805) 437-8902 or [sportsclubs@csuci.edu](mailto:sportsclubs@csuci.edu).

## Fundraising Ideas

### Restaurant Fundraiser

A percentage of funds generated will be donated to the club.!

### Fundraising Bracelets

Awareness wristbands are a fantastic complement to any fundraiser. Either sell the bracelets on their own, or give them as a "thank-you" to supporters for their generosity!

These pure silicone rubber wristbands are just like the Livestrong cancer bracelets that have become so popular. Now your supporters can show their support **for YOUR group!**

Source: <http://www.fasttrackfundraising.com/silicone-awareness-bracelet-fundraiser.php>

### Everlasting Lollipop Fundraiser

Yummy Pops are fun and easy to sell - as soon as one person buys it, everyone else will want one too! The flavor lasts forever\* -- like an everlasting lollipop. At such a low price and with so many flavors to choose from, you will be amazed at how fast they sell!

\* flavor typically lasts 3-4 hours, results may vary.

Gourmet lollipops are our fastest selling fundraiser and perfect for groups of any size. Both your group and the supporters will love this fundraiser, as people will keep coming back for more! Start lollipop fundraising today!

Since this is a food item, you must get University Glenn Corporation's approval.

Source: <http://www.fasttrackfundraising.com/lollipop-fundraiser.php>

### Chocolate Candy Bar Fundraiser

Chocolatier candy bars are manufactured by Van Wyk Confections. Van Wyk are top producers of high quality fundraising candy for over twenty years. All candy is guaranteed to be produced and delivered in excellent condition. The chocolate is fresh, creamy, and pleasing even to the most discriminating palate! Start your chocolate bar fundraiser today!

Since this is a food item, you must get University Glenn Corporation's approval.

Source: <http://www.fasttrackfundraising.com/chocolate-candy-bar-fundraiser.php>

### Restaurant Gift Card Fundraiser

How It Works

1. See participating restaurants in your zip code:
2. Sell each Fundraising Card for \$20.00 each. 50% profit!
3. Customers go online to <http://fundraising.restaurant.com> and redeem each \$20 card for \$50 worth of certificates that are available from over 14,000 restaurants nationwide.

Source: <http://www.fasttrackfundraising.com/restaurant-card-fundraiser.php>

### **Silent Auction**

A Silent Auction is where a group of individuals bid on items/prizes which have been gathered in the name of the organization and its mission. In order to be a bidder, participants will have to pay an entrance charge. The bidders acknowledge their bid through body language such as hand or head signals or through raising prepared placards. For this type of auction you will need someone to be a caller.

### **Band Night**

This is another way to connect with the campus and local community through providing a musical event and charging admission to it. This gives exposure to musical talent and helps to fund the alternative break program at the same time. Keep in mind that you need a big enough place to hold the event as well as an arrangement with campus activities to hold the event. One school's theme for an event such as this is "think globally...jam locally."

### **Hunger Banquet**

This is a fundraising event in which a large portion of the campus can take part as well as provide some hands-on educational information. Individuals pay a certain amount of money and then are assigned a country status such as "developed" or "underdeveloped nations." Students eat according to the status they have been assigned. For example, a representative of an underdeveloped nation might eat rice while a representative of a developed nation might eat steak. Oxfam has specific information on how to organize a hunger banquet.

## **Luau**

A thematic event in which you can invite a large part of the campus and charge admission for the tropical atmosphere and food.

## **Florist - Valentine's Days**

Holidays are always great times to have fundraisers around. For example, during Valentine's Day work a deal with the local florist to sell carnations for campus members to send to other campus members. Remember that you will need someone to pick up the flowers, staff the booth where people write their messages, and people to deliver the carnations. Another twist on this holiday is to send out gummy worms with the theme "hooked on you".

Since this incorporates food, you must get University Glenn Corporation's approval.

## **Car Wash**

This dependable event places a bunch of people together to wash cars by hand. You could charge a specific amount or ask for donations. It is important to have this type of event in a well trafficked part of your community or campus. Sometimes local businesses will let you use their water sources. A twist on this idea is the "topless car wash". This is where you only wash convertibles or everything but the top of the car.

## **Garage Sale/Rummage Sale**

This is a great way to get rid of old junk! Have participants dig into their dorm rooms or ask their family members to donate for the sale. This is also a great way to get faculty and staff involved with the program as they donate for the sale. It will be necessary to have the event in a well-traveled area and have the appropriate amount of volunteers to staff the sale.

## **Consider a mail campaign**

Depending on how many mailing addresses you have, you never know how many people might respond to your cause and just write you a check! This works amazingly well for several organizations that are short on time and resources.

## **Selling sponsorships for your event**

This can help offset some of your cost incredibly. You'd be surprised how many local businesses want to be a part of your cause-minded event! You can ask for anywhere around \$500 per sponsor, and if you put your auction online, you can ask for even more than that because they'll be getting just that much more exposure through your website and event emails!

If you find a sponsor, be sure to work with Student Leadership Programs on getting a contract signed. Only the University Procurement officers are permitted to sign a contract on behalf of the University.

## **Dance-A-Thon Fundraiser**

Host a 24-hour college dance-a-thon. Participants can dance solo, in groups or as couples. Dancers pay a small participation fee to enter the competition. When planning the event provide the participants enough time to contact family, friends, colleagues and neighbors to sponsor them in the dance-a-thon. Host the event in an auditorium, community center or

gymnasium. Hire a local DJ, borrow a CD player from the music department or load a couple of iPods with an assortment of music to play during the dance-a-thon. Offer a small prize for the last participants dancing. Advertise on the campus radio, social networking sites, local businesses and place flyers around campus.

Since this includes food items, you must get University Glenn Corporation's approval.

### **Custom Logo Tee Shirts for Fundraising**

This is an easy fundraiser for your sports team or school. Each tee shirt will be customized with your team's own logo (1-2 colors only). White tee shirts are 6.1 oz. Gildan ultra cotton 100% cotton preshrunk. 6 sizes are available - S-XXXL. Free Shipping. 45% Profit. You can't go wrong with this one!

Source: <http://www.fundraiseralley.com/club.html>

### **Recycle Fundraising**

Make a continuous income for your club with Recycle Fundraising. Sign up FREE online, have club members collect used printer ink cartridges or old cell phones. Ship them Free of charge and receive payment! Remind members monthly to turn in anything they have on hand. You can't go wrong with this one.

## **SPORTS RELATED FUNDRAISING IDEAS**

### *Charity Sporting Tournaments (Baseball, Basketball, Volleyball, Golf...)*

Connect with the campus by providing a sporting tournament where you charge admission for participants. You could also work the concession stands for the event.

### *Running Events*

Appeal to the local running enthusiasts on your campus and in your community to be a part of a sponsorship race for your program. A unique twist might have the finish line be into a campus sporting facility at the end or beginning of a game. It is always a motivator to have thousands of people screaming and yelling for you.

### **General Fundraising**

### ***Selection of Fundraising Activities***

All proposed fundraising activities shall be discussed with the Student Lead-Sports Clubs. Fundraising activities usually take a considerable amount of planning and coordination. First-time fundraisers need to participate in the Fundraising & Donation Seeking 101 workshop prior to making the request.

### **Fundraising To Be Considered**

The following is a list of a few examples of fundraisers. Please remember that all of these fundraisers may not be appropriate for every club or organization.

**Income derived from services provided:** Manual labor • Typing or data entry Surveying

**Income derived from sales or rental:** Carpets • Buttons • Exam support • Gift Baskets • T-shirts or sweatshirts • Telephones • Holiday cards or stationery • Balloons • College or organization mugs and cups • Stamps • Candy or ice cream; Calendars or desk blotters

**Other ideas:** Raffles • Car wash • Flower sales related to a holiday • Bake sales • Stuffing newspaper inserts • Recycling • Selling dry erase phone boards • Sports tournaments • Food booths at various events • Cable television advertising sales • Auctions • Santa grams, Valentine grams • Garage sales • Starving artist festival • Tuition raffle • Book exchange

**Important: RE: Raffles** —please remember that the fundraiser must be legal. Raffles must have licenses, please check with the SCPA for details.

### ***Approval from Campus Life and Advancement***

Sport Clubs will seek approval for all prospective fundraising events from the SC program. This approval is necessary to avoid any conflicts of interest to efforts in raising funds for the University. Sport clubs interested in fundraising should fill out the Request Permission To Seek Donations And Fundraise form located on the Forms page. This form must be completed for every activity proposed by the entity wishing to undertake a solicitation activity. Forms must be submitted at least 30 days prior to the start of the activity. Request must be submitted on CISync. Once approved, the sport club president will receive an approval notification to fundraise via email. A Fundraising and Solicitation Report form must be completed within 15 days after completion of the event.

### ***Solicitation***

To maximize the college's solicitation efforts, the following procedures shall be followed by any entity associated with CSU Channel Islands for all solicitation activities designed to benefit the college. For the purposes of this procedure, solicitation activities are defined as those that solicit funds from off-campus businesses, individuals, and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts.

Any individual, employee, or organization affiliated with the college wishing to solicit contributions in the name of the college shall complete a Request Permission To Seek Donations And Fundraise form. Student Life will determine if the proposed activity helps fulfill the College's role and mission as well as the timeliness of the request in regards to other fundraising efforts.

Fifteen days after the completion of any approved activity, a Report On Donation And Fundraising Efforts form must be completed and submitted to the Campus Rec office. Organizations that engage in an annual fundraiser may resubmit their "Permission To Seek Donations And Fundraise" form from the prior year with needed updates or changes.

### ***Contacting Businesses***

Before contacting any business, it is important to understand the specifics of your call. Understand the product benefits/ differences. Sport Club representatives should know about benefits offered before making a call and be prepared to deliver or email information.

## Fundraising and Grand Opportunities

Fundraising seems simple, but it is not. If it were, most institutions would experience record-breaking success in their advancement activities every year. Fundraising is hard work, with many disappointments along the way. Moreover, some institutions have very tight regulations governing fundraising activities on campus.

Student Organizations may conduct fundraising events on campus, provided the project is consistent with the purposes of the student club and organization and in agreement with University policy. For additional fundraising policies and procedures, contact the SCPA. To become a successful fundraiser, it is crucial to be organized. Some questions to ask yourself when you begin thinking about planning a fund-raiser are:

Who has the money?

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

How are you going to reach these groups?

This is your product or service that forms the basis for your fundraiser. It can be anything from t-shirts to product endorsement or corporate advertisement. Whatever you decide, make sure that it fits with your target group. What are some things that could reach this target group?

When will this happen?

Choose a date for your fundraiser; think about when your target group will be most exposed. For example, if you are having a bake sale, maybe the weekend isn't the best time. Try to be as detailed as you can be about choosing a time that will expose your fundraisers to the most people in your target area. This can also be a deadline for yourself to get your projects done and on time. Start early; the sooner you begin planning and accomplishing tasks, the more well-planned and successful your fundraiser is likely to be. What would be a good time of year or a good time during the week to reach your particular target audience?

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

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

Where is a good place for your fundraiser?

Again, this goes back to your target group. If you are reaching students and faculty then a residence hall is not likely the best place to have your event. Reserving a room in the S.E.A.L. Center can be a great alternative, so start early and reserve your space ASAP. Planning is the key to a successful event. What are some good locations for the event and why?

Why are you doing this event?

It is important to know why you are doing this event. Do you need the money or is this something that your club has always done? Always remember to ask yourself why you are going to all the trouble to raise money for your club. Use a goal to motivate your club to finish their tasks on time and take the effort seriously. Talk about the event with your members often. Build up excitement in your club by making the planning of the event fun—and involve food! What do you want to accomplish through more funds this year?

### Sponsorship

Sponsorship Opportunities: The Sports Clubs program seeks to meet the interests and gifting priorities of supporting companies by tailoring corporate sponsorship agreements on an individual basis. Companies may choose numerous other ways to connect with Sports Clubs program. These include but are not limited to the following:

- Levels of Sponsorship-
  - Major Donor Campaign- Major Gifts Endowment funds, etc.
  - Partner Program- Other clubs and businesses that want to raise funds. (% of sales, etc.)
  - Corporate Business Sponsorship (Need Tax ID)
- Student club or club project sponsorship supports the kinds of hands-on project activities, challenges & special events that enrich the learning curve of CSU Channel Islands students.
- Development funds to help the college provide competitive opportunities to attract and retain the best sports club coach talent available while also creating on-campus corporate liaison opportunities.
- Sport Club project sponsorships allow companies to target resources to specific discipline areas and students participating in sport clubs directly applicable to corporate interests.
- Program sponsorship targets specific sport clubs within the Sports Clubs program operations.

### Funding Options

Companies may provide a short-term sponsorship or establish an on-going partnership.

- Year-by-year gifts or one-time project sponsorship allows companies to direct support to corporate priorities during a specific academic year.
- Endowments can be established in amounts as small as \$10,000. This funding vehicle has the advantage of providing stable financial support in the long-term, continuous growth, continuity, and an on-going campus presence for the gifting company.

### ***Gifts & Donations***

Gifts and donations provide much-needed support for many sport clubs. Gifts may be monetary or in

many cases items the club needs to function or use in an auction or giveaway. Donations are generally monetary and occasionally come with restrictions. Clubs should be aware that donations come with restrictions and all donations must be approved.

Campus Recreation must approve any proposed gift or donation prior to acceptance by the club. Most fundraising event requests will need to be approved through the University's Advancement office. This approval is necessary to avoid any conflicts of interest to their efforts in raising funds for the University.

## **TAXES**

We tread gingerly into the area of taxes because of the complexity of state and federal tax codes as well as various Social Security regulations. It is possible that a student organization may have to pay sales taxes on items sold; withhold income taxes, workers' compensation insurance and FICA contributions from employees pay; and mail W-2 forms to employees. If the organization is formed as a corporation, it will have to file annual reports with the Internal Revenue Service, and if the organization holds real property, it may have to pay real estate taxes on that property.

## **RECEIPTS, REIMBURSEMENTS & REPORTS**

Travel costs will need to be reimbursed to the account or individual incurring the expense.

### **Travel Requests Form**

Travel must be approved. Travel Requests application must be completed for all travel and must be included in the Trip Packet. It is a good practice to submit the Travel Request form accompanied by an estimated Travel Expense Claim (TEC) form. After a trip, the requestor will complete the TEC and attach either an invoice (if paying a vendor) or a receipt (if reimbursing personnel). Other supporting documentation should be attached such as a flyer, agenda, or list of attendees. Upon completing the form(s) and attaching all necessary items, electronic signatures of the club president or club treasurer, and Assistant Director of Campus Recreation- Rec Sports must be obtained. Forms must be initialed/signed by the Assistant Director of Campus Recreation- Rec Sports and delivered to Campus Recreation before the close of the following Monday of each trip so a check will be created.

### **Travel Expense Claim (TEC) Form Requests**

Once travel is completed and the TEC is approved, sport clubs can submit requests to the Student Lead-Sports Clubs. The Travel Expense Claim (TEC) form is used for expenses from travel.

#### **Accounting Flow For Travel Requests & Expense Claim**

Travel Authorization Request and Estimated Expense Claim Form Is Created By Sport Club → Signed/Approved → Electronically Scanned Or Copied By Sports Club Treasurer → Copy Placed In Treasurer's Folder/ Original Submitted To Campus Rec → Approval/Disapproved by Student Life → Travel /Competition Takes Place → Prior to Monday, Sport Club Submits Expense Claim Form With All Supporting Documentation → Accounting Approves/Disapproves And Creates A Check → Check Delivered → Transaction Completed!

### **Purchase Reports**

Mondays' following competitions or purchases are the deadlines for the Competition Reports and turning in expense claims. Receipts and paperwork for travel and purchases must be delivered to the

Student Lead-Sports Clubs on the Monday following the transaction. This deadline will be in force and all late receipts will be subject to disqualification. Reimbursements will be made after all paperwork has been approved by all departments.

## **Financial Reports**

Fiscal reports are available upon request through Campus Recreation. A meeting scheduled with the Sports Clubs Lead is recommended to review the information

## **EQUIPMENT MANAGEMENT**

Equipment donated to the sports club or purchased with funds raised by the sport club will become the property of the University. Prior to purchasing any equipment, the club's president must meet with the Student Lead-Sports Clubs to determine the correct procedure and forms that will be used. The Sports Club program does not provide equipment or equipment storage (during season) to every club; each individual Sports Club is responsible for obtaining all necessary equipment. Equipment purchased with either University funds or with fundraising will become the property of Campus Recreation. When a Sports Club no longer has student desire to continue as a club, all equipment will be delivered to Campus Recreation. If a Sports Club does not renew their charter for two consecutive years, the equipment may be donated or sold.

### ***EQUIPMENT/UNIFORM ORDERS***

All uniform/apparel uniforms and other apparel must meet University standards in order to be approved. designs must be approved by Campus Recreation and appropriate departments before being ordered or purchased. Orders will be directed through Campus Recreation. Note: Before Designing Shirts, Logos, etc.- All Logos and shirt designs must be approved by the appropriate department. Sport Clubs should submit their ideas to Campus Rec for approval before members' time/money is utilized.

### **Process for Purchasing Equipment & Services**

All products and services must be approved and accounted for in the club's Final Workbook. Making requests for; equipment, uniforms, travel, competitions and other products & services that will be incurred for the academic year/season must follow a specific process. The time that it will take to complete the requests will vary and that is the reason each club should "stream-line" their processes. Clubs that have planned appropriately will be able to complete the paperwork for most of the needed products and services before the Fall semester begins.

All products and services must be researched and a price comparison must be created. The club officers will use these comparisons to inform the club members on price and product/service differences. Members will vote to determine what products and services the club will select. The club must vote on each item and the decisions should be documented in the club's Meeting Minutes. Each item will be compared and researched for the make, model and specifics that are important to the club. (Example: Before ordering shirts, the club needs to specify the make/brand, material weight (example 50/50, color, etc.), If numbers and logos are going to be placed on shirts, size, location and the costs for the number of colors and art work should be predetermined.) Every club is required to perform three price comparisons for each item. Each comparison should be from a different company and it must include; tax, shipping & handling fees. A good practice is to request an estimate from each company to be emailed to the club member.

### **Purchases**

All purchases must be approved by the club members via official vote. All items should be noted in the Meeting Minutes. Once the decision is made, a Sports Clubs Purchase form must be completed. Information in the form includes:

- 1) Final Estimate From The Company(If Applicable)
- 2) Details of the specific items, the quantity, cost and accounting string(s) and terms of purchase.
- 3) Price Comparison of a minimum of three comparisons.
- 4) Picture of the product

Important- All Sports Clubs Purchase forms must be completed by the clubs Treasurer, and then confirmed with an email from the president and one additional representative (Vice President or Advisor Preferred) before it will be accepted by Campus Recreation.

The request will be compared with the club's Final Budget before it will be signed by the Recreational Sports Assistant and submitted for approval from the Assistant Director of Campus Recreation- Rec Sports. Depending on the transaction method (Purchase Order or Credit Card), the Purchase Packet will be forwarded to the appropriate department. Purchases that are approved will show up as an expense in the club's Treasury/Checkbook.

## **Inventory**

After a product is purchased the item must be included into the club's inventory worksheet located in the club's workbook. A complete inventory of all equipment owned by the sports club must be up-to-date on the club's workbook which will be stored on each CISync portal. As part of the End of Semester/Year report, each sports club is responsible for reporting an up-to-date inventory of their equipment. Sports club equipment must always be accounted for to ensure the continued use of such equipment. When asked by CR, the sport club's workbook with the inventory worksheet must be provided. Sanctions may apply when inaccurate records are submitted.

## **Equipment Check-Out/In**

An Equipment Request form must be submitted through the Equipment and Vehicle/Use Request. Sports Club equipment may be used only during the sports club's activity season unless approved by Student Lead-Sports Clubs. During the remainder of the year, it must be securely stored by Campus Recreation.

All equipment and supplies shall be issued under the direction of the Student Lead-Sports Clubs with the assistance of the club president and/or the club's equipment manager. The equipment check-out must be renewed each semester by the sport club president and/or the sport club equipment manager.

Each participant who is assigned equipment will be responsible for the proper use and subsequent return of the equipment. Upon receiving the equipment, the participant will be required to log the condition of the equipment, sign and date the receipt log and agree to pay for any damaged or lost equipment. Returning the equipment must be completed before the deadline or sanctions may apply.

## **Equipment Rental**

When there is a need to rent equipment from an off-campus vendor, please discuss with the Student Lead-Sports Clubs. Approval by the Assistant Director of Campus Recreation- Rec Sports is required before any arrangements with vendors are considered. The University's Risk Management office will

need to insure the equipment is covered in the event of theft or damage to protect the club from liability. (See rental vehicles trucks and cars for related details)

## **Equipment Maintenance & Services**

### Equipment Maintenance

The club president or equipment manager will be responsible for all equipment maintenance. It is the responsibility of the sports club to take precautions to ensure that the equipment meets safety standards and regulations set forth by their national governing body (NGB) and conference. At the conclusion of each season the sports club president or equipment manager shall complete a thorough inspection of all equipment and report to the Student Lead-Sports Clubs the status of the equipment. If any necessary repairs or replacements are needed the club is responsible and will determine the method to be used. Please work with the RSA to request details.

### Repairs

All repairs must be performed by a qualified/certified technician.

### Replacement

Equipment must be replaced if there are any concerns about the integrity or safety of the equipment.

### Equipment Storage

Storage space must be approved by the SCPA, and be stored in accordance with University guidelines. Most equipment will be stored in the Recreation Center or in a specified location by Campus Recreation during the off season. During the season, it is the club's responsibility to find storage space for all checked out equipment.

## **FACILITIES**

During the course of the academic year, sports clubs will find it necessary to utilize many of the facilities on the CSU Channel Islands campus. The Recreation Center, Potrero Field, North Fields, and the CI Boating Center area at Channel Islands Harbor are all recreation facilities that can be utilized by CI sport clubs. Additional facilities include conference rooms, classrooms and special event areas on campus. All facilities must be reserved through Campus Recreation or the Student Lead-Sports Clubs. Resource 25Live (R25) is the scheduling system the campus utilizes to reserve spaces and request services within the spaces. Any club or participant misusing a facility or participating in disruptive behavior will be removed from the facility and subject to possible disciplinary action. (See Reserve Campus Recreation Facilities request form on the CR [www.csuci.edu/recreation/rec\\_center.htm](http://www.csuci.edu/recreation/rec_center.htm))

### **REQUESTING FACILITIES**

#### **Sports Club Contract with Campus Recreation**

A select group of sport clubs are required to enter into a contract with Campus Recreation or outside vendors. These contracts state specific use requirements for facilities, etc. (Examples: Sailing, Hockey, and Baseball)

#### **Facilities/Scheduling Requests**

The following guidelines will assist the clubs in their efforts to secure facilities and/or areas for meetings, practice, instruction, exhibitions, game/tournament competition, and special events:

Sports club officers shall administer the scheduling of the club's activities with input from members, coaches and advisors. The Student Lead-Sports Clubs must review and approve all activity requests before activity/events are considered binding. Coordinating the schedule is the responsibility of each club due to the club's knowledge of competition within the area, tournament availability, the season of the particular sport and the rules and regulations of the governing body of the sport.

Outside of the regularly scheduled practice and game times, sports clubs and their members do not have priority for use of the Recreation Center, Potrero Field, North Field or the CSU Channel Islands Boating Center. Under no circumstances may the club or its members displace other patrons using these spaces.

Sports Clubs may complete a competition request form for non-league games, or scrimmages.

The following procedures must be adhered to in the scheduling of all CSU Channel Islands sports clubs activities:

1. Schedules must be submitted to the Student Lead-Sports Clubs well in advance of the first practice/game date. Preferred schedules should be submitted at the end of the semester for the following semester. The meeting master schedule must be submitted with the registration or renewal packets when possible. Non-priority scheduled activities practice, league & special events must be requested with an Sports Clubs Event Request form a minimum of three weeks prior to the event.
2. Events/activities must be conducted only in/on University facilities or facilities sanctioned by Campus Recreation.
3. Home events must not conflict with other CSU Channel Islands events previously scheduled such as Quiet Week, Finals Week, graduations, concerts, etc.
4. The administration (setup, take down, event management, security, medical staff coverage, officiating, etc.) of home events is the responsibility of the Sports Club.
5. Away events should be scheduled as near to campus as possible and shall not conflict with the normal functions of the University.
6. Schedule events on Fridays, and weekends when possible. Note: Please see CR schedule for details. CR staff will be required at "Home" games, please ask SCPA for after-hours charges.
7. Schedule collegiate clubs primarily and teams with comparable abilities.
8. Competition should be against clubs or teams with the same basic eligibility requirements as CSU Channel Islands.
9. Club travel for competitions should be within 450 miles of Camarillo, CA.
10. All sports club schedules must be approved by the RSA and ADCR

## **Reservations**

Facilities will be reserved for registered/recognized sports clubs based on space availability. Due to the large number of programs administered by Campus Recreation space may be limited. Early planning is the key to a successful season. For all programs, scheduled games will be allotted space in preference to practice times. The most common SC facility reservations include; Student Union Building(SUB),

Recreation Center, Library, Potrero Fields, and North Fields. Reservations can be made through a [Campus Recreation Facilities Reservation](#) form.

The Student Union meeting rooms; 2021 Meeting Room A(12), 2023 Meeting Room B(12), and 1080A(50) can be reserved by students through the [Campus Recreation Facilities Reservation](#) form.

### The Recreation Center

The Rec Center is located on campus in Arroyo Hall at the corner of Oxnard St. and Ventura St. Facility hours are posted inside the center which can be reached by calling (805) 437-8902.

### Recreation Fields (North & Potrero)

Potrero Field is located on Oxnard St. near Potrero Rd. The field is divided into four primary zones: Zone A is an official size soccer field, Zone B is an official size flag football field, Zone C is a triangular zone, and field D is good for softball, drills and one-on-one play. Facility hours are posted at the location.

North Field is located on University Dr. The fields are divided into three primary fields: Softball Field, Field 1, and Field 2 (both official size soccer fields) or two official size flag football fields. Facility hours are posted online.

### The CSU Channel Islands Boating Center at Channel Islands Harbor

The CSU Channel Islands Waterfront at Channel Islands Harbor is located at 3880 Bluefin Circle in Channel Islands, just behind the Channel Islands Maritime Museum. Facility hours are posted online.

### Broome Library and Student Union

There are rooms in the Broome Library and Student Union dedicated to meetings for sport clubs.

### Additional On-Campus Facilities

Occasionally other special facilities may be required. These facilities will be arranged by Clubs and Organizations. These requests include; Tabling Requests and Event Space & Resource Requests.

### Additional Off-Campus Facilities

Occasionally other special facilities may be required. These facilities will be arranged by the Student Lead-Sports Clubs in collaboration with the sports club's president on a case-by-case basis. Funds must be available prior to making any external reservations. Please meet with Sports Clubs to clarify request.

## **Fees for Space/Rental**

The University rents facilities and equipment for hosting events. All non-student clubs must submit facilities use paperwork. Please contact Conference & Events Department 805-437-3900.

## **On-Campus Etiquette**

Please return all equipment to its proper location and be sure to remove all trash and personal items at the end of the practice or match. Contact the Sports Clubs Lead to report any missing or broken equipment.

If other members are using space reserved by your club during a practice or game time, please be courteous and ask them politely to leave. If you do not feel comfortable approaching the group, you may have a Campus Recreation staff member make this request.

If there is standing water on a portion of Potrero Field or North Fields, field will be deemed unplayable and closed. It is during these conditions that injuries may also occur at a greater rate. Please care for the field and do not use the field when it is closed. When fields are played on during poor conditions, damage can occur which may close playing area for a lengthy time period as a result. Please remove all trash from the field and replace all goals, benches and equipment to its rightful place. Clubs will be charged a cleaning fee from the club's budget if damage is caused or if trash is left.

### **Off-Campus Etiquette**

When utilizing the Channel Islands Boating Center and off campus facilities, please return all equipment to its proper location and be sure to remove all trash and personal items at the end of the practice, competition, or regatta. Contact the Rec Center to report any missing or broken equipment.

The Channel Islands Boating Center facility may be closed due to maintenance or weather. Sports club officers should call the Sports Clubs Lead/Rec Center for use permission. The Campus Recreation staff will make an effort to report unusable conditions to the club presidents through an email the day before or the day of a scheduled practice or event.

If sports clubs use the equipment at the Harbor when the weather is not deemed safe by Campus Recreation, fines will be assessed on that club's account. Please use common sense and stay safe. Please pick up trash from the dock and parking areas; clubs will be charged a cleaning fee from the club's budget if trash is left.

## **MARKETING**

Informing the campus community of sports club events is a crucial element in the process of gaining respect for and interest in your club, obtaining new members and building morale among the existing members. Marketing sports club information is the key to recruiting new members and defining what your club participates in.

### **LOGOS**

Logos must be approved by Campus Recreation and CI Communication and Marketing. Logos must meet graphic standards as described in the Graphics Standards Manual published by Communication and Marketing.

### **ADVERTISING**

All advertising must meet University standards and be placed only in University approved areas. All promotional materials and communications must be approved by the sports club administrator (Student Lead-Sports Clubs) before being posted, distributed or published. These materials include but are not limited to letters, flyers, posters, brochures, websites, press releases, and articles and photographs for publication.

### **CREATION**

All marketing materials should have basic required information posted on them. Creativity is encouraged but must meet University and Student Affairs standards.

#### Promotional Material Contents

- Event day, date, time, location

- Admission fee (if applicable)
- Meeting and registration deadline
- Registration location
- Appropriate logo
- Description of event
- Parking information (if applicable)
- Club contact information – for additional information or questions about the event

## **POSTING AND PRINTING**

### **Posting Requests**

Sport Clubs are responsible for creating materials, and obtaining approval prior to providing materials to the Multicultural Dream Center location in Bell Tower Room 1530, Monday – Thursday, 9 a.m. to 6 p.m. and Fridays 8 a.m. to 5 p.m. Requests should be submitted through the Sports Clubs Request For Posting form located in the Sports Clubs Officers portal.

### **Posting Approval**

Sports Clubs Request For Posting forms are reviewed on a weekly basis(Fridays). Items submitted will receive a notification email after approval has been made. Approved notification qualifies each club to print up to 45 flyers to be posted per academic year. (one or multiple events) All promotions must meet University standards and not include promotions for or by alcohol or tobacco companies.

### **Printing Requirements**

Flyers/posters must contain the following:

- Name of event or reason for posting (nomination, call for volunteers, campus information, etc.)
- Details (as applicable): date, time, location, price, registration or application information and deadlines
- Contact information (email and/or phone number)

Materials may be sized: 8 ½ x 11 (standard), 8 ½ x 14 (legal) or 11 x 17 (oversized). There are a variety of types and sizes of marketing materials. Most color copiers on campus can produce materials up to and including ledger size (11” x 17”). Larger sizes will be considered “posters” and must be printed by an outside vendor.

Posters must receive special approval through CR. The generally designed are in the following sizes: 18” x 24”, 24” x 36” or 24” x 84” (banner to be placed in large area).

Approved postings are stamped and dated; any posting not stamped and dated will be removed and disposed of. For maximum exposure, drop off your flyers at least two weeks in advance of your event. Posted materials will remain posted for three (3) weeks or removed after the event has concluded. Sports clubs are responsible for taking down outdated postings within one day of the event.

Communications & Marketing will pick up items from the Multicultural Dream Center and post approved items on most University bulletin boards around campus. Items to be posted must first be approved by the RSA in CR.

Each individual department and business maintains their own bulletin boards. Permission for posting at these locations must be obtained individually from each department secretary or business manager. The residence halls and the Rec Center maintain their own posting procedure (see below).

It is the policy of CSU Channel Islands to make available to approved campus organizations and departments specifically designed spaces for displaying flyers. Banners and other advertising materials need to be approved and sport clubs need to fill out a specific request. Forms are available from the coordinator of Rec Sports and the appropriate sport club accounting string/number must be included for billing.

### **Recreation Center Posting Policy**

All sports club postings for the Rec Center must be approved by Campus Recreation and submitted to the Student Lead-Sports Clubs.

### **The “Villages” Posting Policy (Student Housing)**

Please see the Housing and Residential Education office (Building E in Santa Cruz Village) for the policy on posting within the residence halls. No “dorm storming” is allowed.

### **Residential Community Posting Policy (University Glen)**

Postings are not allowed in University Glen. Posting on walls, poles, benches, fences, balconies, doors and windows is forbidden, with the exception of individuals’ inside windows in their private residences. Clubs may not solicit door-to-door within the residential community (i.e. knocking on doors and door hangers).

### **Accommodations Statement**

Postings are not allowed in University Glen. Posting on walls, poles, benches, fences, balconies, doors and windows The University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Disability Accommodations and Support Services at (805) 437-3331 or [accommodations@csuci.edu](mailto:accommodations@csuci.edu) as soon as possible, but no later than 7 business days prior to the event."

### ***CAMPUS STUDENT NEWSPAPER– THE CI VIEW***

Having a story printed in the *CI View* is a great opportunity to have your sports club recognized. Email and ask how you can have your sport club appear in the *CI View* at [ciview.editor@csuci.edu](mailto:ciview.editor@csuci.edu). Contact the *CI View* staff with information regarding upcoming events or information.

# TECHNOLOGY

## *SPORTS CLUB RESPONSIBILITIES*

### **Email Account**

All email regarding each Sports Club should be sent from the MyCI Email account. This account is given to students at the beginning of the first attending semester.

### **CISync Portals**

All sports club members have access to their club's portal which contains valuable forms and documents that the club archives. See the CISync: How-To-Guide for instructional videos for maintaining the web portal.

The executive officers (President, Vice President, and Treasurer) of the clubs' have access to the Sports Clubs Officer portal which contains the official forms and documents that must be used for all official sports club requests. Please work with the Sports Clubs Student Lead to obtain access.

### **Websites**

Websites are maintained by each club. The club will be provided with a URL of their web portal. Websites hosted on external services must be approved, and the passcode information must be provided to the SCA. The club may create a web site using the software of their choice, however the website address, must be linked from CI Sync. Content on the web site(s) must be deemed appropriate and must be reviewed on a regular basis. Inactive sites will be removed. Only websites approved by Campus Recreation may use the University name and logo. Violation of this procedure will be referred for judicial review.

### **Social Media**

Social media posts are the responsibility of each club. The URL and passcode information might be requested by the SCA.

## TRAVEL

Developing safe and prudent travel plans helps secure a successful trip. The following are guidelines and procedures required for all Sports Club travel at CSU Channel Islands. If you have any questions regarding this section please meet with the Student Lead-Sports Clubs.

## *DEFINITIONS*

### **University Trip**

Travel to/from a University Activity wherein costs associated with said trip are reimbursable and/or approved by the University. For the purposes of the Sports Club Travel Policies, trip must have been approved by the authorized SCA.

### **University Activity**

Any activity sponsored by the University or by any organization recognized by the University; be it on or off-campus.

## University Business

Travel to/from and/or participation in University approved activities by university employees and/or identified University volunteers (coaches, advisors of University Student Organizations, support personnel).

## NGB

A National Governing Body

## Sports Clubs Student Lead- (SCL)

The Sports Clubs Lead servers as the Sports Clubs Program Assistant (SCPA) and assists as the Trip Administrator. The SCPA works with the ADCR for Campus Recreation and approves all travel requests for Sport Clubs. The SCPA's main responsibility is to work with the Trip Leaders (and the University Traveling Official when appropriate) to ensure that all travel is managed as safely as possible. While the Sports Clubs Student Lead may delegate some responsibilities in the trip approval process, they are ultimately responsible for trip approval and working with the Trip Leaders on safe trip practices.

Specifically the Student Lead-Sports Clubs is responsible for assisting the Recreational Sports Assistant, and Assistant Director of Campus Recreation- Rec Sports in:

- a) Approving all trips and verifying for each trip that:
  - Members traveling are registered Club members
  - Trip Leader is identified
  - Safety Officer is identified
- b) Administering the Trip Approval Process
  - Trip Leader Approval
  - Driver Approval
  - Vehicle Reservation/Approval
  - Trip Approval
- c) Establishing contact with Trip Leader(s)
  - Meet with Trip Leader(s).
  - Distribute Trip Leader Expectations and obtain signed Trip Leader contract
  - Verify Trip Leader's 1st Aid/ CPR certifications
  - Distribute to Trip Leader: Travel Policies; 'Trip Kit'
  - Reserve Rental Vehicle (If Applicable)
- d) Ensuring there is appropriate pre-trip communication with Trip Leaders e.g. through weekly 'Trip Leader Meetings' prior to departure.
  - Good Practice #1: Convene Trip Leader Meeting at beginning of year for Trip Leaders in all Sport Clubs in order to address and review policy/ procedures.
  - Good Practice #2: Convene weekly Trip Leader Meeting for trips occurring within a week.
- e) Assisting Sport Clubs purchase of liability coverage from NGB's (if applicable).
- f) Acting as the 'point-of-contact' for all Trip Leaders during trips, and implementing the Emergency Response Plan if notified by Trip Leader of an accident or incident during trip.
- g) Ensuring that Trip and Accident Reports are submitted by the Driver and Trip Leader
- h) Completing the 'Supervisor's Review' protocol (as outlined in the CSU 'Use of University and Private Vehicles Policy Guidelines').
- i) For airline travel, ensuring that EO 590 is followed and all participants sign a "Student Air Travel Waiver Form."

## **Assistant Director of Campus Recreation- Rec Sports (ADCR)**

The Assistant Director of Campus Recreation- Rec Sports is the Recreational Sports program Administrator. The ADCR works with the RSA, and SCPA, and approves all purchases, travel, and volunteer coach requests for Sport Clubs.

## **Recreational Sports Assistant (RSA)**

The Recreational Sports Assistant is the Sports Clubs program Administrator. The RSA works with the ADCR, and SCPA, and assists in all purchases, travel, and volunteer coach requests for Sport Clubs.

## **Traveling University Official (TUO) (May be required)**

A Traveling University Official (TUO) is a faculty or staff member charged with the responsibility of oversight on the trip. The TUO will act on the University's behalf in the event of an emergency or incident while the club is traveling. The TUO will be required to complete the "**Post Trip Evaluation**" form within two business days after the trip and submit the form to the Trip Administrator.

## **Trip Leader (TL)**

The Trip Leader is the person designated by the specific group (e.g. Sport Club) and approved/authorized by the Trip Administrator, who is responsible for implementing and enforcing trip safety procedures. Trip Leaders would normally be student members of a Sport Club, and a Sport Club may designate more than one Trip Leader.

All University Trips conducted by Sport Clubs require that a Trip Leader be identified and accompany the group on the trip. Trip Leaders and drivers are identified by the Sport Clubs during the Sport Clubs registration process. Under normal circumstances, the Trip Leader should not be a driver.

For travel classified as University Business, the Trip Leader and driver must be identified as a member or University Volunteer. Trip Leaders are required to work closely with the SCPA and Safety Officer.

Under normal circumstances (a) the Trip Leader would be a student member of a Sport Club and (b) the Trip Leader would not be a driver. Under special circumstances, the SCPA may approve someone other than a student to be the Trip Leader (e.g. a coach), and circumstances when the Trip Leader could be the driver (e.g. in situations where two drivers are required for a trip over 400 miles and only one driver is available). Specifically, the Trip Leader is required to:

### Pre-Trip

- Agree to enforce Travel Policies – Sign the "**Trip Leader Agreement**"
- Submit to the Trip Administrator all forms needed for trip approval:
  - Forms used to approve driver(s)
  - Trip Request/Approval Form
  - Trip Leader Agreement
- Inform Trip Administrator of any changes in Trip Itinerary
- In situations where multiple vehicles are traveling, communicate safety responsibilities to all vehicle drivers
- Attend the "**Trip Leader Meeting**" prior to departure (if applicable)
- Communicate information from the Trip Administrator or from the "Trip Leader Meeting" to all traveling team members
- Obtain a "**Trip Kit**" from the Trip Administrator
- Ensure there is a cell phone(s) in each vehicle (if possible) and that all cell phone numbers have been exchanged
- Conduct or verify pre-trip vehicle inspections using the "**Vehicle Inspection Checklist**"

- Submit to the Trip Administrator before departure:
  - Final Roster
  - Final Itinerary

#### During Trip

- Carry Credit Card (if possible)
- When multiple vehicles are traveling together, ensure drivers stay in touch
- When multiple vehicles are traveling together or separately, delegate specific safety responsibilities (including procedures in event of an emergency) to someone in each vehicle (e.g. the driver)
- Enforce driver changes and rest stops
- Enforce behavior guidelines and alcohol/drug policies
- In the event of an emergency, implement the Emergency Procedures

#### Post Trip

- Contact Trip Administrator upon arrival back on campus (e.g. phone call; text; email)
- Complete EALC Report and/or Accident Report Forms (when applicable).
- Return “Trip Kit” to the Trip Administrator

Guidelines for Travel Reimbursement (Must be approved prior to trip.)

#### Personal Vehicle

If a private vehicle is used for sports club travel, the travel participant that owns the vehicle may be reimbursed (If an Approved Driver) at a per mile State rate, or based on the receipt rate as determined by the club. The travel participant will need to fill out a Travel Expense Claim form and provide a map with the mileage of the trip and include the receipts if requested.

#### Campus Recreation Vehicle

Sports Clubs will be charged \$.60 per mile for the use of a campus Recreation Vehicle. A gas card may be provided for use of the trip.

#### Rental Car/Truck

Sports Clubs can request to rent a car or truck for sports club travel. Campus Recreation has an account with Enterprise Rent A Car and the Trip Leader will make the reservation for the club. Once travel is approved, a Channel Islands Travel (CIT) number will be issued to the Trip Leader. To be reimbursed for travel, club members will need to tape gas receipts to an 8 ½” x 11” piece of paper and turn them in with the travel Expense claim form. (See continued Rental Car/Truck information on p.138)

#### **Safety Officer**

See Safety Officer Position

### ***TRIP APPROVAL PROCESS***

The many benefits (participant safety, liability and insurance protection) available to Sport Clubs who follow the ‘Trip Approval Process’ should be emphasized.

Please note: With any activity that requires travel there are two options:  
The trip approval process is followed (CSU insurance coverage available for vehicle accidents) or  
The trip begins and ends at the participation location (limited CSU insurance coverage for vehicle accidents).

### **Requesting Competition**

All competitions must be approved. Most national governing bodies will schedule league games at one specific annual meeting. All competitions that are not included on the initial CISync Campus Recreation Facilities Request must include an Event Request. Note: All competitions and costs should be detailed in the club's Final Workbook.

### **Requesting Travel**

All travel costs must be detailed and included in the club's Final Workbook before making a request. The club's treasurer or designated officer will be required to submit all purchase and travel requests. A complete Travel Authorization Request must be completed and approved by the ADCR before travel can take place.

### **Non-Conforming Funds Request Requirements (TK920 and AS02)**

Travel and Purchases that are not pre-approved from the club's Final Workbook must obtain additional approval from the SCEC. Non-Conforming Trips and Purchase requests using TK920 funds must be presented to the SCEC for approval. Non-Conforming Trips and Purchase requests using ASI02 funds must receive a majority vote from all club members, and then the meeting minutes presented to the SCEC. Non-Conforming modifications requests must be approved by the SCEC. Please review SCC meeting schedule for details. It is the sport club's responsibility for the timeliness of each request.

## ***TRIP APPROVAL AND DRIVING SUMMARY***

Travel requests can be made by all officially recognized or registered sports clubs. Final travel approval decisions will be determined by the ADCR based on the request, importance and status of the sport club. Travel requests must be submitted a minimum of two weeks prior to travel for "conforming" trips; and one month prior for "non-conforming" trips.

### **Qualification**

Travel by all approved official sport club members, coaches or volunteers. The initial travel approval is made by the Sports Club Administrator (Recreational Sports Assistant.) If the travel request includes a non-confirming trip request, the approval decision will take more time, and may incur additional requirements. Please meet with the SCA to discuss unique specific requests that will require senior associates to determine approval.

### **Sports Club Member Vote on Travel**

Each Spring Semester in the month of February, sport clubs submit their proposed travel plans with budget estimates for the next academic year. After funds are allocated, a Final Workbook is created by each club to specify the amounts allocated for each trip. Each sports club travel request must be acknowledged by the sports club members through their vote, and recorded in the club's meeting minutes. Estimated travel costs for each trip are required to be placed in the travel request forms and must "mirror" the amounts allocated from the club's Final Workbook. Sport clubs must work with the SCPA to make sure paperwork is complete and accurate. Every trip request must be approved by the president, and treasurer of each club. Any modification to a trip must be communicated to the Recreational Sports Assistant through email with an undated itinerary, and approved prior to travel. Trip approval is on a case-by-case basis. All travel requires a pre-trip meeting (Trip Meeting) that is

scheduled a minimum of two to three days prior to travel. Note: It is the Trip Leaders responsibility to schedule and meet for the Trip Meeting prior to traveling.

## **Travel Reservation and Payments**

All details of each trip must be supplied in the Travel Authorization Request so accommodations can be made. Travel costs must be determined before each trip and approval of these costs will be determined by the club's budgeted "line" items. Each expense will be linked to a specific accounting string before any payment will be paid from the club's account. After a trip is approved, the Sports Club Administrator will assist clubs in making reservations (if applicable) and determine a plan to pay for travel expenses. (i.e. Payments for hotel, gasoline, food and rental vehicles)

## **Driving for Sports Clubs**

Each Sport Club will work with the SCA to determine a designated deadline to complete and turn in the Driver Enrolment Packets. Once approved, drivers that are in "good standing" will be able to drive for four consecutive Academic years without repeating the entire process. Driver renewal will be required once every academic year. The two documents will need to resubmitted on an annual basis are the 1) Authorization to Use Privately Owned Vehicle on State Business, and 2) CSUI Volunteer Designation Form.

The sports club president is required to collect the enrollment packet paperwork and information necessary to facilitate the process for driver approval. It is recommended that each club designate a maximum of five drivers per club. The club president will collect the enrollment paperwork, and then submit completed packets to the Recreational Sports Assistant. Once the enrollment packets have been received by the Recreational Sports Assistant, the sports club president will complete the Member Request to Drive form which includes a list of drivers with their Student ID numbers, telephone numbers and emails through CISync. ([www.csuci.edu/recreation/sportsclubs/scforms.htm](http://www.csuci.edu/recreation/sportsclubs/scforms.htm))

### Sports Club President Duties:

#### **Step 1**

Set a deadline for members to accomplish the following:

- complete the officer agreement forms and officer orientation
- complete ASI budget workshop and agreement form
- obtain club members; Student ID numbers, telephone numbers, and emails(from S.C. roster)
- Certificate of Course Mastery (after completing the online defensive drivers course)

#### **Step 2**

- Collects completed paperwork , copies, and then turns in to the Recreation Center front office in the Sports Clubs' In-Box
  - STD 261 Authorization to Use Privately Owned Vehicle on State Business(111.64KB)(R.M.)
  - CSU Volunteer Identification Form ([PDF](#))(361KB)
  - DMV EPN Enrollment Form (PDF)(44.5 KB)
  - CSU Driver Application/Declaration (PDF)(44.5 KB)

#### **Step 3**

- Complete the Member Request to Drive form including all members that have submitted completed paperwork. (Student Names, Channel Islands ID numbers, telephone numbers, and email addresses)
  - Sports Club Request to Drive(2.67KB)(CISync)

#### **Step 4**

- Notify ADCR or SCPA on the driving request details
  - If Tow Test is required, a date and time is requested with the appropriate director.
  - Each driver candidate will be enrolled in the University's online defensive driver course. A website link and password will be sent to them. This online course must be completed before any member may drive University vehicles, or personal vehicles, on sports club business. Driver candidates will also be enrolled in the Department of Motor Vehicles Pull Notice Program, and driving records will be reviewed. At no time will information contained in the driving records be shared with any party outside the Risk Management office, unless the record indicates that candidates are ineligible to drive on University business. The University risk manager or Recreational Sports Assistant will inform candidate once they are approved to drive.
  - Note: For first-time trip drivers, this process can take more than two weeks. For prequalified trip drivers, this process usually takes less than two weeks. The copies of driver's information will be placed in the Sport Club's folder. All student driver information must be valid by the student driver or travel is not approved.

#### **Step 5**

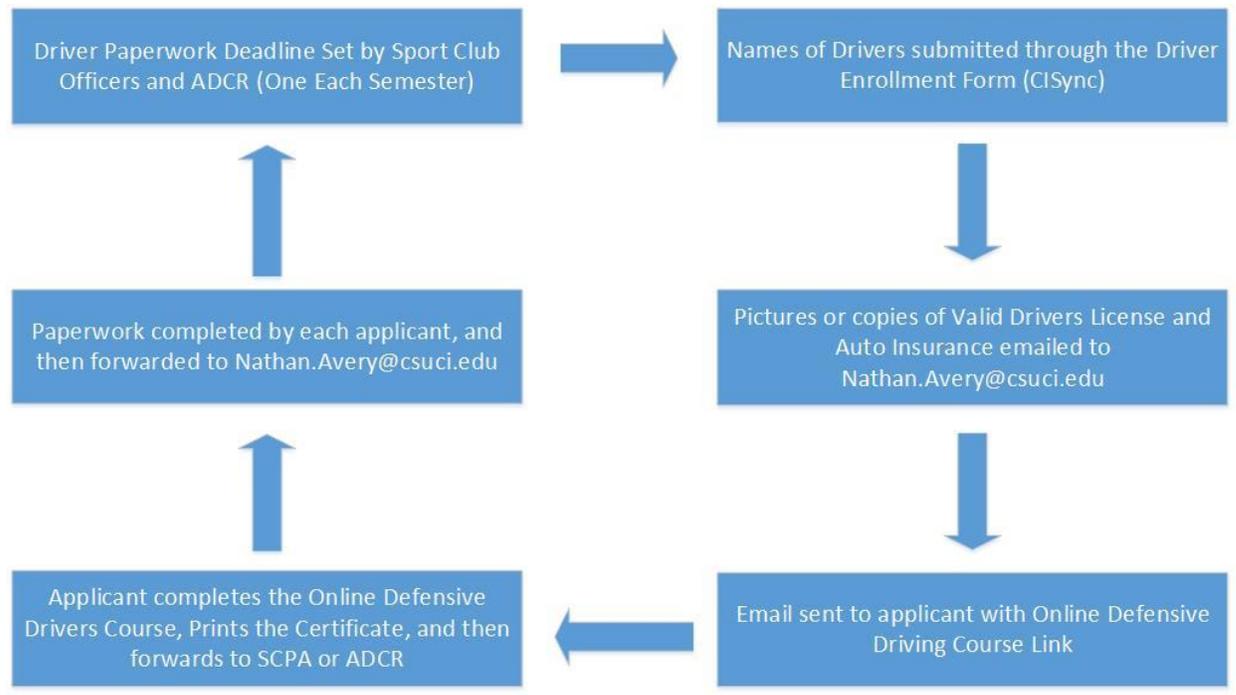
- Trip Leaders must complete the Trip Leader Registration with the Sports Clubs Lead
- Safety Officers must complete the Safety Officer Registration

### **Eligibility to Drive Vehicles on University Business and be Reimbursed**

The sports club officers must ensure their drivers are properly authorized for vehicle use prior to approving travel requests. Expense claims involving use of vehicles on University business will not be approved unless the reimbursement is preapproved and the driver must meet eligibility requirements. A driver must meet the following eligibility requirements in order to drive a vehicle on University business:

- The driver must have a valid driver's license
- The driver must be a University volunteer/employee
- The driver must complete Defensive Driver training every four years
- The driver must complete CSU Driver Application/Declaration annually
- Volunteer's license and driving record will be checked – vehicle use will be contingent upon a safe driving record.
- No one under 18 years of age may drive on University business.
- All drivers that are requesting reimbursements must complete the CI Vendor process. Please review process information required through the RSA, or SC-Lead.

Sports Clubs Process on Becoming a Reimbursable Sport Club Driver for University Business



### CSU Driver Application/Declaration

This form should be submitted to the Sport Clubs Administrator (SCA) along with required documents listed in Section I.

**Section I: Requirements of All Applicants**

1. Copy of your valid driver's license.
2. Approved 'Request to Operate Vehicles on University Business' or 'Authorization to Use Privately Owned Vehicles on State Business.
3. Proof of the vehicle's liability insurance (if driving privately owned vehicle).
4. Approved 'University Volunteer Form'.
5. Documentation of completion of the campus defensive driving training (e.g. Certificate, e-record, note from campus training officer).

**Section II: Driver Policies**

1. Drivers must have a valid Driver's License.
2. Drivers must be 18 yrs or older to drive CSU owned vehicles, but must be 21 or older to drive CSU approved rental vehicles on university approved trips. Drivers must be 18 yrs or older to drive personal vehicles, with or without passengers.
3. Drivers driving personal vehicles must have the minimum automobile liability insurance coverage required by the state.
4. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
5. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels etc.
6. All travelers must wear seat belts. Number of passengers must not exceed number of operational seatbelts.
7. In the event of a motor vehicle accident, the driver must follow the campus vehicle accident procedures.

**Section III: Travel Policies**

1. Total daily driving distance not to exceed 800 miles or 12 hours irrespective of the number of approved drivers
2. For trips over 400 miles in one direction, two approved drivers are required for each vehicle.

3. No single driver may drive more than 150 miles without taking a mandatory minimum 15 min. break.
4. No travel to occur between midnight and 6am.

**Section IV: Trip Leader Authority**

The Trip Leader is responsible for the safe operation of a vehicle and therefore has the authority to enforce all policies and to ask for compliance from all passengers and drivers.

**Section V: Vehicle Declaration (Private Vehicles). (An additional 'CSU form' may be required for vehicle approval.)**

*Please initial every statement*

1. I verify that the vehicle being driven (Lic. Plate# \_\_\_\_\_) is adequate for the work to be performed, is equipped with seat belts and is in safe mechanical condition.
2. I understand that by driving I am taking responsibility for those whom I am transporting while they are in my vehicle. I further understand that when driving, there is a risk of being involved in a motor vehicle accident and that as a result, one might sustain damage to their property, sustain bodily injury or even death.

**Section VI: Driver Agreement/Declaration**

*Please initial every statement*

1. I understand the information outlined in Sections I, II, III, IV, V.
- I also certify the following:
2. I possess a valid California or other State driver's license.
  3. I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three) during the past 12 month period.
  4. Within the past 5 years, I have had no DUI convictions, reckless driving convictions or any conviction that has lead to a license suspension or revocation.
  5. I understand and agree to abide by all driver policies listed in Section II.
  6. I understand that I must immediately report any accident that I am involved in to the Trip Leader and submit a vehicle accident report.
  7. I understand that I must immediately report any subsequent moving violations, DUI or reckless driving citations to the Trip Administrator.

Official Use Only	
___ Copy of DL	
___ Completed 'Request to Operate Privately Owned Vehicle Form' (if applicable)	
___ Proof of Vehicle Insurance Card	
___ Approved 'Volunteer Form'	
___ Defensive Driving 'Certificate of Completion'	
___ Approved ___ Not Approved	
Signature _____	Date _____

**Sport Club:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Driver Name:** \_\_\_\_\_

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

## New Driver Instructions

Step 1 Complete the request to become a Sports Club Driver

Step 2 Complete the appropriate New Driving Paperwork, and then forward hard copies or via CISyc form, or email to the SCPA or ADCR.

Step 3 Complete the Online Defensive Drivers course, and then print competition certificate

Step 4 Forward certificate via email to the SCPA or ADCR

## Renewing Driver Instructions

Step 1 Complete the request to become a Sports Club Driver

Step 2 Schedule a meeting with the Sports Clubs Lead or RSA.

Step 3 Complete the appropriate Renewal Driving Paperwork, and then forward hard copies or via email to the SCPA or ADCR.

### **INDIVIDUAL DRIVER APPROVAL**

All sport clubs that are required to drive to and from sports club events, activities, leagues and competitions are encouraged to become University volunteers. Sports club Drivers that become University Volunteers are eligible to be reimbursed by the club for travel expenses. To become an official sports club driver complete the proper forms. Approval to drive on University business requires each member to be recognized as an official University volunteer. Designation as a University Volunteer with driving responsibilities is a serious matter. The University defends and indemnifies its official volunteers, provided they strive to meet a standard of care befitting the University.

### **Sports Club Member Requirements to become a University Volunteer Driver:**

All drivers need to be approved with the following requirements:

- Drivers must be 18 yrs. or older
- Complete Online Defensive Driving Course through CI Risk Management
- Complete the Driver Enrollment Packet
- Provide Certificate of Course Mastery from Online Defensive Driving Course
- Pass Tow Evaluation (If required to tow a trailer)

See the following five simple steps.

### **Requesting to Become a Driver**

**Step 1** Complete Drivers Enrollment Packet

The request to become a drivers must be acknowledged by each sports club president. Student sports club members requesting to drive must complete the following 3 driver forms, and then deliver to their club president.

## Driver Forms:

- ⦿ Authorization to Use Privately Owned Vehicle on State Business(111.64KB)(R.M.)
- ⦿ CSU Volunteer Identification Form ([PDF](#))(361KB)
- ⦿ DMV EPN Enrollment Form (PDF)(44.5 KB)
- ⦿ CSU Driver Application/Declaration Form (PDF)(44.5 KB)

See examples for details and tips for each form.

**Step 2** Submit/Turn in a complete enrollment packet:

**Step 3** (Allow 2-Weeks)

- Receive Email from Risk Management or ADCR. Follow logon instructions and complete online course
- Complete Online Defensive Driving Course through CI Risk Management

**Step 4** Print out Mastery of Course Certificate

- Turn in a copy of Certificate of Course Mastery from Online Defensive Driving Course to the club president for submission to the Recreational Sports Assistant at the Rec Center front office.

**Step 5** Confirmation and Tow Test (if applicable)

**Step 6** Complete, and then submit all paperwork through CISync

Assistant Director of Campus Recreation- Rec Sports confirms requirements have been met, and then informs each driver via email. At this time sport club drivers that must tow trailers must schedule a tow evaluation with the ADCR. (Allow two weeks to schedule)

## **SPORTS CLUB DRIVING PAPERWORK**

Renewal to become an eligible driver is every 4 years with successful Completion of requirements. Student Drivers (All Sports Club Members) requesting to be reimbursed by sport club to drive must be eligible drivers.

## Sport Club Driver Forms Examples:

- I) Authorization to Use Privately Owned Vehicle on State Business STD 261(PDF,

111.64KB)(R.M.)

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Print Clear

STATE OF CALIFORNIA  
**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS**  
 STD. 261 (REV. 3-95) *This approval must be renewed annually. Supervisor: Retain Original Copy*

**I. CERTIFICATION**

In accordance with State Policy (S.A.M. 0753 & 0754) approval is requested to use privately owned vehicles to conduct official State business.

*I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:*

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

*I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.*

*I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).*

*I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.*

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

**II. APPROVAL**

*Use of a privately owned vehicle on State business is approved.*

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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**III. RENEWAL**

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

*I have reviewed the above certification and approval and certify that the information provided is correct and valid.*

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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- 2) [CSUCI Volunteer Designation Form\(PDF, 93.5KB\)\(R.M.\)](#)

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Channel Islands  
CALIFORNIA STATE UNIVERSITY

Volunteer Designation Form

California State University Channel Islands Volunteer Designation Form

PLEASE COMPLETE ALL ITEMS

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

DATE OF BIRTH: \_\_\_\_\_  
MONTH/DAY/YEAR

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_  
NAME PHONE

SPECIFIC WORK LOCATION ON CAMPUS OR IN COMMUNITY: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ SUPERVISOR'S PHONE: \_\_\_\_\_

VOLUNTEER DATES: \_\_\_\_\_  
MANDATORY START DATE END DATE

ASSIGNMENT AND SUMMARY OF DUTIES:  
\_\_\_\_\_

Will you be driving a vehicle on University business? Yes  No

Will you be traveling on University business? Yes  No

Are you receiving academic credit for volunteering? Yes  No

Are you a University student or staff or faculty member? Yes  No

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

\_\_\_\_\_  
SIGNATURE OF VOLUNTEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF UNIVERSITY ADMINISTRATOR  
APPROVING THIS VOLUNTEER DESIGNATION

\_\_\_\_\_  
DATE

PLEASE SEND COMPLETED FORM TO RISK MANAGER

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- 4) [CSU Driver Application/Declaration Form \(PDF, 70KB\)](#)

### CSU Driver Application/Declaration

This form should be submitted to the Sport Clubs Administrator (SCA) along with required documents listed in Section I.

**Section I: Requirements of All Applicants**

1. Copy of your valid driver's license.
2. Approved 'Request to Operate Vehicles on University Business' or 'Authorization to Use Privately Owned Vehicles on State Business.
3. Proof of the vehicle's liability insurance (if driving privately owned vehicle).
4. Approved 'University Volunteer Form'.
5. Documentation of completion of the campus defensive driving training (e.g. Certificate, e-record, note from campus training officer).

**Section II: Driver Policies**

1. Drivers must have a valid Driver's License.
2. Drivers must be 18 yrs or older to drive CSU owned vehicles, but must be 21 or older to drive CSU approved rental vehicles on university approved trips. Drivers must be 18 yrs or older to drive personal vehicles, with or without passengers.
3. Drivers driving personal vehicles must have the minimum automobile liability insurance coverage required by the state.
4. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
5. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels etc.
6. All travelers must wear seat belts. Number of passengers must not exceed number of operational seatbelts.
7. In the event of a motor vehicle accident, the driver must follow the campus vehicle accident procedures.

**Section III: Travel Policies**

1. Total daily driving distance not to exceed 800 miles or 12 hours irrespective of the number of approved drivers
2. For trips over 400 miles in one direction, two approved drivers are required for each vehicle.

3. No single driver may drive more than 150 miles without taking a mandatory minimum 15 min. break.
4. No travel to occur between midnight and 6am.

**Section IV: Trip Leader Authority**

The Trip Leader is responsible for the safe operation of a vehicle and therefore has the authority to enforce all policies and to ask for compliance from all passengers and drivers.

**Section V: Vehicle Declaration (Private Vehicles). (An additional 'CSU form' may be required for vehicle approval)**

*Please initial every statement*

1. I verify that the vehicle being driven (Lic. Plate# \_\_\_\_\_) is adequate for the work to be performed, is equipped with seat belts and is in safe mechanical condition.
2. I understand that by driving I am taking responsibility for those whom I am transporting while they are in my vehicle. I further understand that when driving, there is a risk of being involved in a motor vehicle accident and that as a result, one might sustain damage to their property, sustain bodily injury or even death.

**Section VI: Driver Agreement/Declaration**

*Please initial every statement*

1. I understand the information outlined in Sections I, II, III, IV, V.

I also certify the following:

2. I possess a valid California or other State driver's license.
3. I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three) during the past 12 month period.
4. Within the past 5 years, I have had no DUI convictions, reckless driving convictions or any conviction that has lead to a license suspension or revocation.
5. I understand and agree to abide by all driver policies listed in Section II.
6. I understand that I must immediately report any accident that I am involved in to the Trip Leader and submit a vehicle accident report.
7. I understand that I must immediately report any subsequent moving violations, DUI or reckless driving citations to the Trip Administrator.

**Sport Club:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Driver Name:** \_\_\_\_\_

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

**Official Use Only**

Copy of DL  
 Completed 'Request to Operate Privately Owned Vehicle Form' (if applicable)  
 Proof of Vehicle Insurance Card  
 Approved 'Volunteer Form'  
 Defensive Driving 'Certificate of Completion'  
 Approved  Not Approved  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

# DRIVER RENEWAL

Each year drivers will need to renew driving status by club president completing the Member Request to Drive form and submitting renewal forms.

**STATE OF CALIFORNIA**  
**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS**  
This approval must be renewed annually. Supervisor, Retain Original Copy.

**I. CERTIFICATION**

In accordance with State Policy (S.A.M. 6723 & 6724) approval is required to use privately owned vehicles to conduct official State business.

I hereby certify that whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance as my possessions, all persons in the vehicle will wear safety belts and the vehicle shall always be:

- Covered by liability insurance for the maximum amount prescribed by State Law (\$11,000 for personal injury to or death of one person, \$20,000 for injury to or death of two or more persons or one accident \$2,000 property damage). \*Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance as their vehicle.
- Adapted for the work to be performed.
- Equipped with safety belts as operating condition.
- To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the average rate (class) is full reimbursement for the cost of operating the vehicle, including that maintenance, repairs and both liability and comprehensive insurance.

\*Formerly apply this vehicle using a privately owned vehicle on official State business, all accidents will be reported on form STD-270 within 48 hours (S.A.M. 2442).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

STATE LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 EMPLOYEE SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

**B. APPROVAL**

Use of a privately owned vehicle on State business is approved

APPROVED AUTHORITY SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

**B. RENEWAL**

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE SIGNATURE: \_\_\_\_\_ APPROVED AUTHORITY SIGNATURE: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE SIGNATURE: \_\_\_\_\_ APPROVED AUTHORITY SIGNATURE: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE SIGNATURE: \_\_\_\_\_ APPROVED AUTHORITY SIGNATURE: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE SIGNATURE: \_\_\_\_\_ APPROVED AUTHORITY SIGNATURE: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

**Channel Islands**  
 CALIFORNIA STATE UNIVERSITY

**Volunteer Designation Form**

California State University Channel Islands Volunteer Designation Form

**PLEASE COMPLETE ALL ITEMS**

NAME: \_\_\_\_\_ LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MONTH/YEAR

ADDRESS: \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ NAME \_\_\_\_\_ PHONE \_\_\_\_\_

SPECIFIC WORK LOCATION ON CAMPUS OR IN COMMUNITY: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ SUPERVISOR'S PHONE: \_\_\_\_\_

VOLUNTEER DATES: \_\_\_\_\_ START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

ASSIGNMENT AND SUMMARY OF DUTIES: \_\_\_\_\_

Will you be driving a vehicle on University business? Yes  No

Will you be traveling on University business? Yes  No

Are you receiving academic credit for volunteering? Yes  No

Are you a University student or staff or faculty member? Yes  No

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

\_\_\_\_\_  
 SIGNATURE OF VOLUNTEER DATE \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF UNIVERSITY ADMINISTRATOR DATE \_\_\_\_\_

APPROVING THIS VOLUNTEER DESIGNATION

PLEASE SEND COMPLETED FORM TO RISK MANAGER

# Group Travel Instructions

All travel will need to be authorized and all amounts must be accounted for. Be specific on information. Include the name of the event, city and the state that the event is located in. Specify appropriate account numbers for all expenses if reimbursements are required. Amounts on the Travel Authorization Request are estimates; however, if the request is not allocated in the budget, the request will be denied until other arrangements are made. Make sure that the amounts that are requested on the form match with the sport club's Final Workbook. Mileage amounts are estimated and, once receipts are turned in, can be expensed to the club. Note: *Registration Fees* and *Travel In-State* are the most commonly used accounting strings.

Trip forms must be complete and turned in to the Recreational Sports Assistant a minimum of two weeks prior to the trip. "Non-conforming" trip requests can take a month to process. Incomplete paperwork will not be accepted and will be returned to the Trip Leader for resubmission. A request that is approved by the Recreational Sports Assistant will be signed, and then forwarded to the Assistant Director or Campus Recreation-Rec Sports for the final decision.

Receipt confirmations of trip requests will be emailed to the sport club president, treasurer, and sport club advisor (If Applicable) within three days of receipt from the Assistant Director of Campus Recreation- Rec Sports, or designated representative. An approval or disapproval decision will be emailed to the sport club president and sport club advisor. If no decision is emailed, the trip is not approved.

## MULTIPLE TRIP OR COMPLETE SEASON TRAVEL PACKET PROCESS (IF APPLICABLE)

Pre-Season submissions of travel requests for the entire season are strongly recommended. Once submitted, the clubs will be able to determine if there are non-conforming trips that will need to fulfill additional requirements prior to being approved. Pre-Season submission of Travel Request Packets can be submitted in the following format:

### Outlined Season Travel Packet Example



The following CI Lacrosse Trip Packets were submitted to CR:

Sat Jan 30	4:00 PM	@ <a href="#">Concordia</a>	San Clemente HS
Sat Feb 6	2:00 PM	@ <a href="#">Cal State Long Beach</a>	Cal State Channel Islands
Sat Feb 13	2:00 PM	@ <a href="#">Pepperdine</a>	Pepperdine
Sat Feb 20	2:00 PM	@ <a href="#">Marymount College</a>	Marymount
Fri Feb 26	7:00 PM	@ <a href="#">Cal State Fullerton</a>	Cal State-Fullerton
Sat Mar 6	2:00 PM	@ <a href="#">UC Irvine</a>	Cal State Channel Islands
Sun Mar 7	2:00 PM	@ <a href="#">San Jose State</a>	Cal State Channel Islands
Sat Mar 13	7:00 PM	@ <a href="#">Biola</a>	Biola
Sat Apr 10	2:00 PM	@ <a href="#">Occidental</a>	Occidental College

\*Trip packets have included the same Drivers, U. Official, etc. for all the games and they will need to confirm any modifications before any travel.

## ***MULTIPLE TRIP APPROVAL***

All Trip requests must be complete before they will be approved. All complete requests should be submitted more than two weeks prior to trip, and must be signed/approved the sports club president, treasurer, and advisor of each club. Any trip requiring air travel or international travel should be submitted a minimum of one month prior to trip. Any modification to a trip must be communicated to the Assistant Director of Campus Recreation- Rec Sports through email. Trip approval is on a case-by-case basis. If a season travel request has been approved, the club is required to confirm travel itinerary, and updated travel roster at trip meeting prior to travel. (Scheduling trip meetings are the responsibility of the sport club.)

## ***MULTIPLE TRIP MODIFICATION***

All trip modifications must be placed in writing in an email or letter and submitted to the Sports Club Administrator in a timely manner.

The following modifications can take place before the trip without additional approval:

- Same Approved; University Official, Safety Officer, Driver(s) & Passenger(s)
  - Modification changes of Club Member passengers

## **Non-Conforming Travel**

Additional approval from the SCEC may be required if trip request included a different competition location or date. The following modifications will require that Travel Authorization Request be resubmitted for an approval (7-14 Business Days):

- Different; University Official, Safety Officer, Driver(s) & Non-Club Member Passenger(s)

## ***TRIP REVIEW SUMMARY***

### **Pre-Trip**

- ◎ Trip Leader Requests Trip Meeting with S.C.A.(Recreational Sports Assistant)
  - Attend the “Trip Leader Meeting” prior to departure (One or Two Days Prior To Travel Is Requested)
  - Trip Meeting- Safety, Emergency Procedures, Trip Leader Expectations and Duties, Travel Roster, Point of Contacts, Sport Club Items Check Out (Travel Folder, First Aid Kit, Gas Card, Etc.) Trip Folder Contents, Report Requirements
  - Agree to enforce Travel Policies – Sign the “Trip Leader Expectations & Duties Agreement”
  - Submit to the Trip Administrator all forms needed for trip approval:
    - Forms used to approve driver(s)
    - Updated Trip Packet
    - Trip Leader Expectations & Duties Agreement
    - First Aid and CPR certifications (If Applicable)

- Inform Trip Administrator of any changes in Trip Itinerary
- ⊙ Communicate information from the Trip Administrator or from the “Trip Leader Meeting” to all traveling team members
  - In situations where multiple vehicles are traveling, communicate safety responsibilities to all vehicle drivers
  - Ensure there is a cell phone(s) in each vehicle (if possible) and that all cell phone numbers have been exchanged
- ⊙ Conduct or verify pre-trip vehicle inspections using the “Vehicle Inspection Checklist”
- ⊙ Submit to the Trip Administrator before departure:
  - Final Roster
  - Final Itinerary

### **During Trip**

- ⊙ Carry Credit Card (if possible)
- ⊙ When multiple vehicles are traveling together, ensure drivers stay in contact, however do not travel in caravans
- ⊙ When multiple vehicles are traveling together or separately, delegate specific safety responsibilities (including procedures in event of an emergency) to someone in each vehicle (e.g. the driver)
- ⊙ Enforce driver changes and rest stops
- ⊙ Enforce behavior guidelines and alcohol/drug policies
- ⊙ In the event of an emergency, implement the Emergency Procedures
  - Phone Tree
  - Vehicle Report (If applicable)
  - Accident Report (If applicable)

In the event of an emergency, implement the Emergency Procedures

### **Post-Trip Process**

The sports club is responsible to provide the Recreational Sports Assistant with a post trip reports within the Travel Binder on the Monday following the trip/competition. If no report or folder is received, sport club will be placed on probation and will be required to meet with the Recreational Sports Assistant prior to the next travel date. Note: Pictures should be forwarded to S.C.A. for sport club history.

#### Travel Reports

Competition Report: Found in Travel Binder

Vehicle Report [www.csuci.edu/hr/hrforms.htm](http://www.csuci.edu/hr/hrforms.htm)

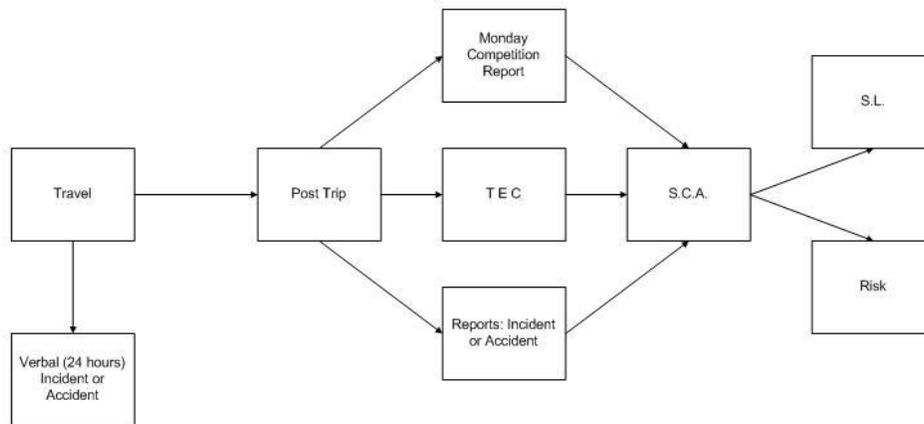
Accident Report [www.csuci.edu/hr/hrforms.htm](http://www.csuci.edu/hr/hrforms.htm)

## Post Competition/Trip Evaluation

The sports club is responsible to provide the Recreational Sports Assistant with a post trip report prior to the Monday following the trip/competition. If no evaluation is received, sport club will be placed on probation and will be required to meet with the SCA.

### Post Trip Report Process

Post Competition/ Trip Evaluation



Reports are mandatory for all competitions and travel. They must be turned in to the SCPA or ADCR before the deadline dates. Please see the following forms and adhere to the deadlines.

## Travel Expense Claims

The Travel Expense Claim form (TEC) is the acceptable form used for requesting reimbursement. All expense accounts shall be properly itemized, accompanied by the original receipts and necessary supporting documentation, approved by the appropriate level of management and, in the case of SA901 (Grant) funds, be approved by the Grants and Contracts Analyst. The associated Travel Authorization Request form, for travel within the United States, is to be maintained in the traveler's sport club files for future reference. For travel outside the United States, the Travel Authorization Request is to be included with the TEC.

Travel expense claims should be submitted within 30 days of travel and not more often than twice a month. For TEC's that are submitted to Accounting more than 30 days after the end of the travel, only expenses documented by receipts will be reimbursed. Please refer to the instructions page of the TEC for additional form details.

If a receipt is lost and a duplicate receipt cannot be obtained, only then can the traveler use the Lost/Missing Receipt form. Duplicates should always be available from hotels, airlines, and car rental agencies.

## **TRAVEL AND MEAL EXPENSE CLAIMS**

### **Qualifications for Reimbursement**

Sport club travelers can only be reimbursed for meals when traveling a distance greater than 25 miles from their assigned headquarters and from their “fundraised “ASI02” accounts.

### **Meals at Conventions, Conferences, Workshops or Competitions**

Where a registration or other fee for a convention, conference, workshop or competition includes meals, claims for meal expenses may not be submitted. An agenda is to be included with the TEC. In the event the traveler must forgo the provided meal for health or business reasons, a receipt must be submitted for the meal that is purchased in lieu of the provided meal. An explanation for the purchase must accompany the claim. Please contact the Procurement department for the maximums allowed.

### **Business Meals**

Travelers on the same trip should pay for their own meals. However, if one Channel Islands sports club traveler purchases meals for other Channel Islands travelers, the expense must be documented with an itemized receipt and is subject to the same reimbursement limits listed above. Copies of the TEC forms for the other travelers must be included with the TEC of the traveler who provided the meal. Travelers may not claim reimbursement for any meals provided by others.

## **INTERNATIONAL TRAVEL**

All travel outside of the United States must be approved in advance by the CSU CHANNEL ISLANDS President. Please submit the approved Travel Authorization Request along with the TEC and receipts for reimbursement.

The meal rate is specific to countries and cities and is quoted in US dollars. If prior approval is not obtained, actual meal expenses will be reimbursed in accordance with the rules for Over-Night Travel. Under no circumstances will the cost of alcoholic beverages be reimbursed.

Travelers must submit proof of currency exchange rates for the time of travel as part of the Travel Expense Claim (TEC). The TEC will most likely have multiple exchange rates from multiple sources (such as credit card statements and receipts from financial institutions) and must be clearly marked. Without proof of actual exchange rates for transactions, monthly exchange rate information should be used.

## **LODGING**

### **Qualifications for Reimbursement**

Travelers can only be reimbursed for lodging when approved by the Assistant Director of Campus Recreation- Rec Sports. Best efforts should be made to obtain lodging at establishments offering discounted rates.

State travelers traveling on official business are not subject to lodging occupancy taxes. Hotels can waive these taxes at their discretion. Traveler should submit a Hotel/Motel Transient Occupancy Tax Waiver form to the hotel at check in. Excessive or unreasonable lodging expenses will be disallowed by the VP of Finance and Administration.

### In-State/Out-of-State Lodging

Traveler will be reimbursed for actual lodging expenses incurred (room and room taxes only) documented by a receipt. No reimbursement will be authorized without a receipt from the establishment. Credit card statements cannot be used in place of a receipt.

Other expenses that may appear on the lodging receipt (such as parking fees, meals, telephone charges, internet service, laundry service, honor bar purchases, movies and others) are not lodging expenses. These expenses may be reimbursable as other types of travel expenses but must be deducted from the receipt to determine the actual lodging expenses.

- Parking fees are reimbursable as a transportation expense.
- Telephone and internet charges may be reimbursable as business expenses.
- Meals, room service and honor bar purchases may be reimbursable if they are in compliance with meal policy and reimbursement limits.
- Charges for in-room movies are a personal expense and are not reimbursable.
- Alcoholic beverages are not reimbursable.

## **TRANSPORTATION EXPENSES**

Transportation expenses consist of the charges for commercial carrier fares, rental car expense, private car mileage allowances, gasoline expense for rental cars, parking fees, bridge and road tolls, necessary taxi, bus, streetcar, shuttle services, rapid transit fares, and all other charges essential to the transport to and from CSU Channel Islands.

Traveler should use the most cost effective method of transportation for the most commonly traveled route. Reimbursement will be made only for the method of transportation which is in the best interest of the sports club, considering both the direct expense as well as the traveler's time. The needs of CSU Channel Islands may require that the traveler use a specific mode of transportation or may disallow a method of transportation preferred by the traveler.

The traveler may use a more expensive form of transportation and be reimbursed at the amount required for a less expensive mode of travel if approved by the Assistant Director of Campus Recreation- Rec Sports. Prices of both modes of transportation must be attached to the travel claim. If air travel is one of the alternatives, the traveler must document the cost of the standard method of transportation by including a quote for coach-class airfare from the campus travel agent.

### **First class airline travel:**

A traveler may purchase first class airline travel, however, first class airfare cannot be purchased through the campus travel agent unless the travel has been approved. The traveler must buy the ticket and seek reimbursement after the travel is completed. The reimbursement expense cannot exceed the cost of coach-class airfare.

### **Surface transportation used in lieu of air travel:**

A traveler may use rail, bus or automobile transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. However, the reimbursement cannot exceed the cost of round trip coach-class airfare, plus transportation costs to and from the terminals.

No reimbursement will be allowed for transportation expenses incurred when the traveler uses a privately owned motorcycle or motor-driven cycle in the conduct of official state business.

When a privately owned bicycle is used in the conduct of official Channel Island sports club business, the traveler can be allowed to claim 4 cents per mile.

## **Privately Owned Automobile**

Prior to travel, the traveler must be authorized to use a privately owned automobile. Form 261 must be on file in Human Resources and is subject to yearly renewal.

When a traveler is driving his/her privately owned vehicle, the traveler's personal automobile insurance policy is the coverage for liability and damages in the event of an accident. CSU Channel Islands is not liable for reimbursement of any damages or repairs. The traveler may seek relief from out-of-pocket expenses such as deductibles from the Victims Compensation and Government Claims Board (formerly known as the Board of Control).

Privately owned automobiles may only be used in the 48 contiguous state of the United States.

When reimbursement for expenses of transportation by privately owned automobile is claimed, the license number of the automobile must be listed on the Travel Expense Claim form (TEC). In addition, the name of each sports club traveler on the trip is to be listed in the "Comments" section of the TEC. Reimbursement is for the use of the automobile regardless of the number of persons transported. Only drivers may be reimbursed. Passengers may not claim mileage for any transportation provided by others. The traveler should provide some form of supporting documentation (i.e., Google, MapQuest) to substantiate the mileage figures claimed.

Parking fees are reimbursable expenses. Parking fees incurred at CSU Channel Islands are not reimbursable.

Travelers who must operate a motor vehicle on official University sports club business and who, because of a physical disability, must operate only specially equipped or modified vehicles may claim up to the state rate per mile with certification as follows. Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles. "I certify that the actual cost of operating my vehicle is equal to or greater than the rate claimed."

## **Rental Car/Truck**

A vehicle may be rented when it is more advantageous to Channel Islands sports clubs than using a taxi. Compact or economy models are recommended. Vans (10 person max.) may be used, subject to prior approval, when there are three or more travelers. The rental of Humvees, limos and other specialty vehicles is not allowed.

The State of California has contracts with two rental car companies, Enterprise Rent-A-Car and Vanguard Car Rental USA that set rates that include the rental rate, insurance and other fees. These rates are available when renting through the campus travel agency.

When a traveler has rented a vehicle from an agency other than the two approved State rental agencies or has rented from an approved agency but paid with personal funds (such as personal credit card, personal check or cash), the traveler's personal automobile insurance policy is the coverage for liability and damages in the event of an accident while on sport club business. CSU Channel Islands is not liable for reimbursement of any damage or repairs. The traveler may seek relief from out-of-pocket expenses such as deductibles from the Victims Compensation and Government Claims Board (formerly known as the Board of Control).

- Rental car expenses are reimbursable when documented by an itemized receipt. Credit card statements cannot be used in lieu of a receipt.
- Insurance is not a reimbursable expense. Reimbursement is not allowed for the purchase of a Danger Waiver or other insurance offered by a rental car agency. Vehicles rented

through the state rental car agencies above include insurance in the rates. Any additional insurance purchased by traveler is a personal expense and not subject to reimbursement.

- Reimbursement is not allowed when travelers secure rental cars using non-monetary means such as frequent flyer benefits or other points programs.
- Gasoline expense is reimbursable when documented with a receipt.
- Ferry, bridge and/or toll road charges are reimbursable expenses. Receipts are required.
- Parking fees are reimbursable expenses. Parking fees incurred at CSU Channel Islands are not reimbursable.

## **Railroad**

Travel on commuter trains is reimbursable with receipt

Reimbursement of overnight train travel is restricted to the amount of the most common method of transportation.

- Reimbursement for roomette Pullman accommodations will be allowed. Where it is necessary to use Pullman accommodations more expensive than a roomette, a full explanation stating the facts constituting the official necessity must accompany the expense account together with a receipted voucher.
- Unused portions of railroad and sleeping car tickets are subject to refunds and all steps necessary to secure refunds on such tickets should be taken.
- Meal expenses incurred while on overnight train travel will be reimbursed in compliance with meal policy and reimbursement limits.

## **Airline**

### **STUDENT AIR TRAVEL**

Students are required to complete a Travel Authorization Request and include; Release and Hold-Harmless Statement, Identified Risks of Participation, Personal Budget Preparation Sheet for Travel and a CSU Volunteer Identification Form. The sports club must submit paperwork a minimum of one month before the trip. Note: Student will receive a letter from President Beck before departing for a trip.

All domestic air travel must be on a US flag carrier. International flights that begin or end in the US must be on a US flag carrier. US flag carriers must be used whenever available on international flights that occur solely outside of the US.

Traveler may purchase coach-class seats on a regular commercial aircraft through the campus travel agent. A Channel Islands Travel (CIT) number is required in order to book air travel with the campus travel agent. To obtain a CIT number, the traveler must submit paperwork to support travel requirements along with the original Travel Authorization Request complete with all necessary signatures to Assistant Director of Campus Recreation- Rec Sports. The cost of the tickets will be charged directly to the campus.

When travel is booked outside of the campus travel agency, the traveler will be reimbursed for coach-class airfare expenses when documented by receipt. Extra charges such as administrative

fees for itinerary or schedule changes, particularly with regard to discounted/restricted airfare may be claimed for reimbursement when incurred for business purposes.

Cost of insurance is not reimbursable however all travel booked through the campus travel agency includes medical and lost baggage coverage.

Reimbursement is not allowed when travelers secure airfare using non-monetary means such as frequent flyer benefits or other points programs.

## **BUSINESS AND INCIDENTAL EXPENSES**

Business expenses consist of charges for business phone calls and telegrams, fax services, internet access services, copying services, emergency clothing, equipment or supply purchases and all other charges necessary for the completion of official business. Reimbursement of any one business expense must be documented by a receipt.

### Emergency Purchases

- Any emergency purchase of equipment and/or supplies must be explained.
- Reimbursement of any emergency purchase in excess of \$25.00 must be approved by the Assistant Director of Campus Recreation- Rec Sports as delegated by the sport club President.

Traveler may be reimbursed for actual business phone call expenses incurred using pay phones, hotel phones or personal cell phones. Actual expense for business calls made using a pay phone will be reimbursed up to \$5.00. Calls made using hotel phones or cell phones will not be reimbursed without hotel receipts and/or cell phone bills.

Up to \$5.00 for actual incidental expenses incurred may be reimbursed for each complete 24-hour period. Incidental expense cannot be claimed on the first day of travel. Incidental expenses include, but are not limited to fees and tips for services such as for maids and baggage handlers. It does not include expenses for laundry, cleaning and pressing of clothes, lodging taxes, cab fares, tolls, telephone calls and the like. Receipts are required.

## **INDIRECT OR INTERRUPTED TRAVEL**

Advance approval is required when a traveler takes an indirect route or interrupts travel, for other than University business. Any additional expenses are considered personal expenses for the traveler. The reimbursement of expenses is limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.

## **GENERAL TRIP POLICIES AND PROCEDURES**

### **Trip Meeting**

See Trip Leader info.

### **The Trip Kit**

The following are included in the Trip Kit

- I. Trip Binder
  - a. Emergency Procedures Flow Chart
  - b. Emergency Contact Information (for all travelers)

- c. Emergency Telephone Tree
- d. List of Duties for the Trip
  - i. Traveling University Official
  - ii. Trip Leader
  - iii. Safety Officer
  - iv. Drivers
2. Travel First Aid Kit
3. Vehicle Inspection Checklist

## **Emergency Procedures**

The Trip Leader is responsible for handling all emergencies during a trip. The safety officer is responsible to assist.

## **REPORTS**

### **Accident/Incident Reports**

Accident/Injury Reports must be submitted within 24 hours from injury and the Trip Leader must inform the SCPA with a phone call, email or text. If a serious injury takes place, a call using the Emergency Phone Tree must take place immediately. (Example of Serious Injury: Concussion or trip to emergency room)

### **Competition Reports**

Competition Reports must be completed within 48 hours of arrival.

### **Financial Reports**

The CR staff leader will be providing up-to-date reports with the SC treasurers. All TK920 financial information can be requested with the Account Information Request form. Forms must be submitted two weeks prior to the information date.

## **SPORTS CLUB OFFICE OPERATIONS**

### **Mailboxes**

Mail delivery for each Sports Club is set up in the Recreation Center front office. All purchases should be mailed to the 1 University Dr., Camarillo, CA 93012 address, attention: Recreation Center. Sports club presidents or designated officers will be notified via email when they receive mail or a shipment.

### **Club and Organization Rooms**

The Student Union has rooms on the second floor dedicated for club use.

## **EVENT PLANNING**

A well-organized event, whether a simple practice or a complex tournament, requires a great deal of planning. This section of the Sports Club Workbook is designed to provide you with guidelines as you begin planning events. This section is not designed to be a comprehensive event planning manual, but a general reference guide. Campus Recreation will provide sports clubs with additional assistance in planning events if the club desires.

### **GENERAL GUIDELINES**

Sports clubs that are involved in planning or directing a function or event, on or off campus, must be familiar with these guidelines. Most events will require the assistance from a number of offices on campus including Campus Recreation, Procurement, Risk Management, the Office of the Vice President for Student Affairs, and others. In order to have a successful event, these offices will need plenty of advanced notice. The following list is presented in chronological order.

#### **Developing the Event Objectives**

- Determine the type of event.
- Determine for whom the event is planned.
- Determine the size or scope of the event.
- Determine the categories of competition to be offered.
- Determine the dates and duration of the event.
- Determine the location(s) of the event.
- Financial planning
- Prepare a budget for the event.
- Develop plans to obtain all income and implement these plans.
- Keep accurate records.

#### **Developing a Schedule**

- Determine the facilities available and compute the maximum number of practices and contests that can be held.
- Determine the time of day to schedule practices and contests.
- Compute the actual number of practices and contests to be played during your event and develop a schedule.
- Determine the need to schedule practice times due to facility demand.
- Prepare the schedule for the contests.
- Print and distribute the schedule.

#### **Facilities Planning**

- Determine your facility needs.
- Reserve the facility(s).
- Determine who will supervise the facility.
- Arrange for access to the facility.
- Prepare the facility prior to the event.
- Arrange for maintenance of the facility.

- Arrange for security for all facilities.
- Arrange for adequate parking if needed.
- Inquire if an emergency action plan is available specifically for that facility.

## **Developing a Risk and Emergency Plan**

- Prepare a risk management plan for the event.
- Determine if you should use a waiver or release form.
- Determine if you need an emergency care and transportation consent form.
- Determine if you need insurance to reduce your risk in managing the event.
- Determine if you will be in compliance with local fire and safety ordinances for the event.
- If food is to be sold, determine what steps are necessary for compliance with local or state food inspection laws.
- Prepare an emergency plan for the event.
- Develop a plan for managing spectators if large numbers are expected.

## **Equipment, Uniforms and Supplies Planning**

- Inventory what is available.
- Determine what needs to be purchased.
- Purchase what is needed.
- Inventory new purchases.
- Distribute the equipment, uniforms and supplies.
- Determine what is needed for the event.
- Plan for storage and security.
- Inspect and maintain the equipment.

## **Games**

### Rules and Officials Plan

- Select the eligibility rules to follow.
- Decide what contest rules to follow.
- Modify rules to suit your event.
- Determine who will officiate the contests and secure their services.
- Determine what other officials you need and plan to obtain their services.
- Determine whether a pre-event coach and officials meeting is needed.
- Determine the procedures to follow when a protest is made.
- Determine the procedures to follow when participants, coaches and/or spectators display unsportsmanlike behavior or engage in criminal acts.

### Transportation Plan

- Determine what transportation is needed.
- Communicate what transportation will be offered.
- Arrange for the vehicles to provide the transportation.

### Event Evaluation Plan

- Determine the system for evaluation.

- Prepare the evaluation questionnaire.
- Have the evaluation forms completed by those selected to evaluate the event.
- Review and summarize the evaluation comments.

#### Staffing Plan

- Determine the staff required to conduct the event.
- Recruit the volunteers needed.
- Hire the employees needed.
- Make assignments to all staff.
- Provide orientation and training.
- Plan the communication system with staff.
- Plan for supervision of staff.
- Plan for the payment and/or recognition of your staff.

### **Tournaments**

#### Rules and Officials Plan

- Select the eligibility rules to follow.
- Decide what contest rules to follow.
- Modify rules to suit your event.
- Determine who will officiate the contests and secure their services.
- Determine what other officials you need and plan to obtain their services.
- Determine whether a pre-event coach and officials meeting is needed.
- Determine the procedures to follow when a protest is made.
- Determine the procedures to follow when participants, coaches and/or spectators display unsportsmanlike behavior or engage in criminal acts.

#### Registration Plan

- Determine the “qualifiers” for participation in the event.
- Determine what information you need to get during registration.
- Determine when the registration period begins and ends.
- Determine the registration process to be followed.
- Prepare the appropriate forms for the registration process.

#### Food Services Plan

- Arrange for drinks for participants.
- Arrange for food for participants.
- Arrange for refreshments for other personnel.
- Arrange for refreshments for spectators.
- Determine whether a hospitality room is needed.

#### Housing Plan

- Determine the need and cost of housing for participants, officials and others.
- Arrange for the accommodations.
- Communicate what will be offered.
- Set up a housing registration system.
- Set up a system to supervise housing.
- Promotion plans

### Marketing Plan

- Determine what you want to promote and to whom.
- Determine how the event will be promoted to participants.
- Prepare the promotional materials.
- Release the promotional materials.
- Plan for responding to the inquiries generated by the promotion.

### Communication Plan

- Develop a communication system between you and your directors and your directors and their staff.
- Plan how to communicate with participants and coaches.
- Plan a system for communication with spectators.
- Plan a system for communicating with the media.
- Plan for communicating results to the NGB of the sport.

### Awards and Recognition Plan

- Determine what achievement awards will be given and how they will be given.
- Determine the types of awards to be given.
- Purchase the awards.
- Storage of the awards.
- Plan for the display of awards during the event.
- Plan for the presentation of awards.
- Plan for recognizing those who have contributed to the event in various ways and implement those plans.

## **FEES FOR SPACE RENTAL**

Please contact Conference & Events at 805-437-3900 for a current list of fees for various University facility rentals.

## **PARKING FEES**

There is a charge for all vehicles to park on campus. The club may wish to reserve a parking lot for a flat fee and allow the visiting team and guests to park in the lot, or the club may wish to require all visitors to obtain their own parking permits. Parking in the Potrero Field lot may be available through Parking Services/Campus Recreation on a case-by-case basis. Sports Clubs can request to get discounted parking permits for activities, games, and other events on campus. The sports clubs will need to request discount permits two weeks before the day of the event. All parking on campus is regulated by Police and Parking Services. Sports clubs should include fees for parking permits into their yearly budget. Please visit with the Sports Clubs Lead for additional details.

## **FOOD/CATERING**

All food and catering for on-campus functions at the University must be provided by a vendor currently on-campus. These vendors include Islands Café, Tortillas and Sammy's Market in the Town Center. For other options, please see the Sports Clubs Lead.