Sports Clubs

Handbook

Contents

GENERAL INFORMATION

The Sports Clubs Program at California State University Channel Islands (CSUCI) is coordinated through Campus Recreation and complements the wide range of co-curricular programs offered by the Department of Student Wellness. Campus Recreation staff provide professional guidance and support to all Sports Clubs, while each club is student-led and student-managed. The success of the program depends on strong student leadership and active participation. All Sports Clubs operate under the policies of Campus Recreation, University regulations for recognized student organizations, and the rules of their respective National Governing Body (NGB).

A recognized Sports Club is a well-organized student organization that offers both instruction and opportunities for competition beyond the campus community. Competitive Sports Clubs typically participate in leagues or conferences and are affiliated with a regional or national governing body. These clubs often have a coach who provides training and guidance but do not hold administrative responsibilities within the club. Participation in a competitive club may require athletic fees, in addition to the mandatory insurance fees for all members.

- A Sports Club is an officially recognized student organization made up of individuals who share a common interest in a specific sport.
- The primary goals of a Sports Club are to promote and develop interest in the sport, recruit new members, and help participants build both sport-specific and leadership skills.
- Sports Clubs may be instructional, recreational, or competitive in nature.

It is the responsibility of club officers to ensure that all members are informed of the information contained in this document. Participation in Sports Clubs is completely voluntary, and members should understand that inherent risks are associated with any sport or physical activity. The University requires all participants to maintain their own personal health insurance to cover potential injuries. Campus Recreation does not provide health insurance coverage for Sports Club participants. Any questions regarding insurance should be directed to individual insurance providers.

Sports Clubs are designed to provide members with learning and personal development opportunities through active participation. In addition to athletic involvement, members may engage in activities such as fundraising, marketing and public relations, member recruitment, program planning and management, budgeting, and event operations. Participation in a Sports Club supports students' educational and leadership growth, aligning with the mission and values of the University and the Division of Student Affairs.

CI MISSION STATEMENT

Placing students at the center of the educational experience, California Stathe University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduate 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 the 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 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, appreciation and celebrating differences, variety, culture, inclusion, knowledge, respect, uniqueness, learning, and understanding.

Excellence: Being characterized as outstanding or extremely good; the stathe 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 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 Values associated with events, activities, leagues, and competitions that Sports Clubs offer.
- Report a challenging experience and a solution to overcome that challenge.
- Have made valuable connections among fellow 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.
- Create & lead club meetings
- 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 the 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 1068/SA.21.005.

Division of Student Affairs

The Division of Student Affairs supports students outside of the classroom by providing programs, services, and resources that enhance personal development, leadership, and engagement. The Division works to create an inclusive, safe, and supportive campus environment where students can thrive academically and socially. Through advising, involvement opportunities, wellness support, and advocacy, Student Affairs plays a critical role in helping students navigate university life and achieve their educational goals.

Benefit to Students:

- Encourages student engagement and leadership development
- Promotes inclusion, safety, and a sense of belonging
- Supports student success beyond academics

Student Wellness

Student Wellness focuses on the physical, mental, and emotional health of students. Services are designed to help students maintain balance, manage stress, and make informed decisions that support overall well-being. Student Wellness promotes healthy lifestyles through education, prevention, and access to supportive resources.

Benefit to Students:

- Supports mental and emotional health
- Encourages healthy decision-making and self-care
- Helps students manage stress and maintain well-being

Campus Recreation

Campus Recreation provides opportunities for students to stay active, build community, and develop leadership through fitness, recreation, and Sports Club programs. By offering inclusive and engaging activities, Campus Recreation supports student well-being while fostering teamwork, discipline, and school spirit.

Benefit to Students:

- Promotes physical health and active lifestyles
- Builds community and social connections
- Enhances leadership, teamwork, and life skills

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ADMINISTRATION

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

ASSISTANT VICE PRESIDENT FOR STUDENT WELLNESS

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 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-Recreational 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 Stathe 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 do to help students/staff/faculty with whom might come to see you?

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

COORDINATOR OF RECREATION PROGRAMS

Jett Maquez-Lawley, M.Sc. Physical Education, M.Sc. Psychology

The Coordinator of Recreation Programs serves as a facilitator for Sports Clubs, Fitness programs, and Intramural Sports at CSU Channel Islands. This role has an overall responsibility and accountability for the safe and efficient operation of all Campus Recreation programs and is available to provide professional advice to Sports Club officers, members, advisors, and volunteer coaching staff.

- B.A. in English with Bachelor of Arts: English, California State University Channel Islands
- B.A. in Performing Arts Theatre, California State University Channel Islands
- M.S. in Physical Education, Azusa Pacific University
- M.S. in Psychology, Grand Canyon University

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

1. Help students/staff/faculty lead an active, healthy lifestyle utilizing Campus Recreation programs.
2. Provide student leaders with guidance on managing Sports Clubs & leadership responsibilities.
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 (Arroyo Hall). 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
  - Advisors & Coaching Volunteers
  - Fiscal management
  - Equipment
  - Safety and risk management
  - Travel
- Assist with planning, marketing, and fundraising efforts.
- Assist with the continuing development of policies and procedures of both individual Sports Clubs and the 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 Coordinator of Recreation Programs serves as the Sports Clubs Administrator in the supervision of the Sports Clubs program. The coordinator is available to provide professional advice and guidance to student Sports Club recreation staff, and Sports Club officers, members, advisors, and volunteer coaching staff. The coordinator is responsible for protecting the interests of the University as well as the participants within the club.

Sports Clubs Student Assistant(s)

The Student Lead – Sports Clubs serves as the Sports Clubs Program lead assistant and is a representative of Recreational Sports. This role assists the Coordinator of Recreation Programs and the Assistant Director of Campus Recreation – Recreational Sports in the supervision and administration of the Sports Clubs program. A collaborative relationship is maintained between Clubs & Organizations and Campus Recreation to support groups officially recognized as Sports Clubs at CSUCI.

Student Assistants employed by Campus Rec are available to provide advice and guidance to Sports Club officers, members, advisors, and volunteer coaching staff. They are responsible for protecting the interests of both the University and the participants within each club. To remain informed of policies, procedures, and program updates, it is in the best interest of all clubs to communicate regularly with Sports Clubs student staff. Each Sports Club is required to have a representative attend the scheduled monthly Sports Clubs Council meeting, which is facilitated and advised by Sports Clubs student staff.

<u>Sports Club Events & Activities</u>

Sports Club Events

Sports Club events include games, matches, tournaments, fundraisers, meetings, and special activities hosted or attended by a club. These events promote engagement, competition, and community building and are coordinated through Campus Recreation.

Activities

Activities include club-related functions such as team meetings, skill development sessions, conditioning workouts, and outreach or social activities. These activities support team development and student involvement.

Leagues & Competitions

Sports Clubs may participate in local, regional, or national leagues, conferences, and competitions. These competitive opportunities allow clubs to represent CSUCI while adhering to university policies and standards.

Practices & Training

Practices and training sessions are structured instructional and conditioning opportunities designed to improve individual skills, team strategies, and physical fitness. All practices must be scheduled and conducted in accordance with Campus Recreation policies. A benefit of being recognized as a Sports Club is the ability to reserve and use room, field, and dock spaces.

The Sports Club Council and the Executive Council

The Sports Club Council (SCC)

The CSU Channel Islands Sports Club Council is established to promote, confront, discuss, and solve issues related to the various Sport Clubs in our campus community. In addition, the council provides student members with 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, if applicable, 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 stathe concerns to other SCC members. The Assistant Director of Campus Recreation- Recreational Sports or Coordinator of Recreation Programs 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 as 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 the current Sports Clubs schedule for details. Each club should also provide an alternate member who can serve in the role if the primary council member is unable to attend a meeting.

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- Recreational Sports or Coordinator of Recreation Programs 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 its student members with the opportunity to learn leadership skills and critical thinking techniques needed for decision-making. The council's responsibilities include:

- Provide recommendations for disciplinary actions.
- Review budget requests.
- Recommends budget allocation for each club.
- Recognition of new sport clubs and membership of the Sports Club Council.
- Other matters as 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 or social media/marketing officer.

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 Executive Officer Requirements

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.

SPORTS CLUB POSITIONS AND ROLES

OFFICERS AND TEAM REPRESENTATIVES

Officer Positions & Additional Officer Ideas

- President (Required) (Executive Board)
- Vice President (Required) (Executive Board)
- Treasurer (Required) (Executive Board)
- Safety Officer (Required)
- Secretary
- Travel Officer
- Equipment Manager
- Registration Officer
- Social Media & Marketing
- Fundraising Officer
- Development
- Apparel Officer
- Recruitment/Retention Officer

Officer Responsibilities

- Ensure the team abides by University policies, procedures, and Executive Orders
- Complete all Sport Club forms (Treasurer and approved officer/delegates)
- Submit all required team and individual registrations
- Serve as a liaison between the team and the University
- Manage Official Roster of Members (competing and non-competing)
- Make all travel arrangements

- Deposit all fundraised funds to ASI contact
- Approve expenditure of funds in accordance with team members' desires
- Prepare a yearly budget using the Financial Workbook provided by Campus Rec
- Collect Trip Fees
- Oversee the generation of funds
- Administer team meetings & practices (if applicable)
- Keep an updated inventory list
- Update team Constitution/by-laws on a yearly basis
- Recruit new members
- Publicizing team activities
- Maintain alumni and sponsor relations

Registration Packets

Sports Club Officer

Sports Club Member

Sports Club Drivers

Sports Club Volunteer Coaches

Sports Club Volunteer Advisor

Sports Club Safety Officer

Sports Club Reimbursement/Vendor Packet

Non-Member Participation (Try-Outs or Special Activities) Packet

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-Recreational Sports, Coordinator of Recreation Programs, 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, abiding by deadlines, 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

- Serve as a liaison between the team and the Sport Club Program.
    - Acts as the primary point of communication between the team, Campus Recreation professional staff, and Sports Clubs student leadership
- Serve as a liaison to the Assistant Director of Campus Recreation-Recreational Sports, Coordinator of Recreation Programs and Student Lead-Sport Clubs.
    - Ensures accurate, timely communication and compliance with all directives, policies, and program requirements.

- Complete all duties requested by Campus Recreation professional staff in a satisfactory and timely manner.
    - Includes attending individual meetings, participating in Sport Club events, and completing assigned tasks to maintain good standing.
- Attend Sport Clubs Council meetings or arrange an approved replacement if unable to attend.
    - Required for maintaining program awareness and ensuring consistent representation.
- Attend Sports Clubs Themed Workshops & Specific Meetings.
    - Required for professional development and keeping sports club complaint.
- Serve as a liaison for the team, volunteer coaches, advisors, and officers.
    - Ensures information flows clearly between all parties involved in the club's operations.
- Report Sport Club Council information, agendas, and documents to team officers and members.
    - Keeps the team informed of policies, deadlines, and program updates.
- Participate in Sport Club events as required.
    - Supports program visibility, engagement, and compliance.
- Arrive prepared to meetings with required materials (pen/pencil, notebook, or team manual)
    - Supports professionalism and effective participation

Sports Club Officers

The three (3) 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 (3) officers, plus a Safety Officer, are required to be an official Sports Club. Officers should not hold more than two positions within their given club to help avoid any potential conflicts of interest.

GENERAL (Participating) Members

Sports Club Officers are accountable for Registration Requirements for All sport club members and participants. Each participating member is required to complete the following SC Member Packet:

1. Campus Recreation Member (Campus Recreation Membership Form)
2. Sports Club Member Registration Packet (Sports Club Membership Form)
3. Pay Sports Clubs Insurance Fee ($45.00)

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
- Purchasing and Travel

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. They are 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.

Requirements:

- Completion of Financial Management Training
    a. Purchases
    b. Travel
        i. Workbooks
            1. Worksheets
- Completion of Risk Management Training
    a. Emergency
        i. Facility
        ii. Travel
        iii. Concussion
- SC Member Packet (CR Member, SC Member Registration & SC Insurance Payment)

The responsibilities of this position tend to include but are not limited to:

- Ensure the club abides by all University policies, procedures, Executive Orders, and Sports Club requirements
- Serve as the primary liaison between the club and Campus Recreation (Assistant Director of Campus Recreation–Recreational Sports, Coordinator of Recreation Programs, Student Lead–Sports Clubs)
- Submit Sport Clubs EALCPT information (Events, Activities, Leagues, Competitions, Practices, and Training schedules)
- Provide Campus Recreation with a semesterly and annual calendar of Sports Club participation
- Submit and maintain the official club roster, ensuring all members have:
    - Paid the $45.00 insurance fee
    - Completed the digital Player Participation Form
- Complete and submit all required Sport Club forms (travel, purchases, reimbursements, vendors, events, risk management)
- Supervise all club meetings and practices, including oversight of:
    - Club travel planning
    - Purchase requests
    - Travel requests
- Notify and coordinate with Campus Recreation staff on travel, fundraising, and major activities, ensuring paperwork is submitted:
    - At least two weeks prior to travel
    - At least one month prior to large events
- Attend Sports Club Council meetings or arrange an approved replacement
- Report Sports Club Council agendas, updates, and required information to club officers and members

- Maintain accurate and current contact information (emails and phone numbers) for officers, advisors, coaches, and members
- Hold a minimum of two general membership meetings per semester, *or* maintain weekly practices with periodic team meetings for updates
- Submit semester and annual reports of Sports Club activities and attend required semester evaluation sessions with the SCC
- Oversee and approve club expenditures in accordance with member decisions and approved budgets
- Prepare and manage the annual club budget using the Campus Recreation Financial Workbook
- Make and coordinate all travel arrangements
- Deposit all fundraised funds with ASI and oversee the generation of club funds
- Collect trip fees from participating members
- Keep an updated inventory list of club equipment
- Update the club Constitution and/or bylaws annually
- Recruit new members
- Publicize club activities and events
- Maintain alumni and sponsor relations

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.

Requirements:

- Completion of Financial Management Training
    a. Purchases
    b. Travel
        i. Workbooks
            1. Worksheets
- Completion of Risk Management Training
    a. Emergency
        i. Facility
        ii. Travel
        iii. Concussion
- SC Member Packet (CR Member, SC Member Registration & SC Insurance Payment)

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, games, and lodging.
- Determine the location of all club equipment and submit a semester and annual inventory to the Sport Club Administrator.
- Submit Sport Clubs EALCPT information (Events, Activities, Leagues, Competitions, Practices, and Training schedules)
- Work with the club's Treasurer to prepare an annual budget.
- Keep current on the club's financial status, including income and expenses.

- 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 Coordinator of Recreation Programs.

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.

Requirements:

- Completion of Financial Management Training
    a. Purchases
    b. Travel
        i. Workbooks
            1. Worksheets
- SC Member Packet (CR Member, SC Member Registration & SC Insurance Payment)

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

- Preparing the annual club budget (with assistance from the Coordinator of Recreation Programs)
- Monitoring the organization's budget in the club's financial workbook
- Completing an annual financial report for the club (to be submitted to Campus Recreation in May)
- Completing all club purchase, event, and travel requests.
- Collecting funds and depositing into the club's ASI02 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.
    - Reports each semester.
- 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.

Requirements:

- Completion of Financial Management Training
    - Purchases
    - Travel
        - Workbooks
            - Worksheets
- Completion of Risk Management Training
    - Emergency
        - Facility

        - Travel
        - Concussion
        - CPR/First Aid/AED certification (or ability to obtain)
    -
- SC Member Packet (CR Member, SC Member Registration & SC Insurance Payment)
- Completion of risk management training

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 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 for (EALCPT) events, activities, leagues, competitions, practices, and training.
- 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)

Requirements:

- Campus Recreation Member (Campus Recreation Membership Form)
- Sports Club Member Registration Packet (Sports Club Membership Form)

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)

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 of.

Requirements:

- Active member in good standing
- Ability to attend required council
- Campus Recreation Member (Campus Recreation Membership Form)
- Sports Club Member Registration Packet (Sports Club Membership Form)
- Completion of risk management training

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General (Non-Participating) Member
Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs.

<u>Requirements:</u>

- Enrolled student in good standing
- Completion of waivers and registration requirements

Special Event/Try-Out Participant
Students have limited opportunities to participate with an active sports club and become directly involved participating in the respective sports club.

<u>Requirements:</u>

- Completion of (CR Approved) risk management WAIVER dedicated to a specific activity
- Sports Clubs pre-plan and submit requests for special participation opportunities for non-members. Some examples of preapproved activities include tryouts, sports showcase, recruitment days and fundraisers.
- Enrolled student in good standing

Faculty/Staff Advisor
Each recognized Sports Club is required to have an active advisor who is a full-time faculty or staff member at CSU Channel Islands. The advisor is selected by the club's membership and must be approved by Campus Recreation.

An effective advisor plays a key role in the success of a Sports Club by providing continuity from year to year, sharing institutional knowledge, and assisting new officers during leadership transitions. Advisors should have a strong interest in the club's activity and, when possible, relevant experience or expertise in the area.

Advisors serve as an essential link between the Sports Club and the University, offering guidance, perspective, and informed judgment in program development and decision-making. Exceptions to the faculty or staff advisor requirement may be granted by Campus Recreation and the Assistant Director of Campus Recreation – Recreational Sports when appropriate.

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 encourages 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. If in doubt, please consult the Assistant Director of Campus Recreation- Recreational Sports or Personal Counseling Services.
- Consult the Assistant Director of Campus Recreation- Recreational 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 need 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 arrange 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 Coordinator of Recreation Programs.

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, 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 it 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 the 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- Recreational 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 NGB, ADCR, and Coordinator.
- 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'.
- Live Scan Background Check
- Complete Online Defensive Driving Course
- 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-Recreational Sports and Sport Clubs Executive Board.
- Obtain liability and/or medical insurance if requested.

Volunteer Coaches Paperwork Process for Sports Club Officers:

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

Sport Clubs Volunteer Coach

Steps for Clubs Seeking a New Volunteer

Schedule a meeting with the Rec Sports Lead or Coordinator. 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 Volunteer Coach for a specific sport:

Step 1 – General Steps for Club Seeking a Volunteer Coach

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

- Create a position description for the Volunteer coach. What do you expect from a coach? What does your club need?
- Using the Position Announcement Example, create your club's volunteer coach announcement to publicize your search for a volunteer coach.

Step 2 – New Candidate Identified

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

Step 3 – First-Time Volunteer Coach

Candidates are required to submit a resume that includes three references and hours of availability for consideration for the opportunity. Sports Club staff screen candidates and then schedule interviews on campus. Candidate interviews will include your selected officers, the Coordinator of Recreation

Programs, and ADCR. After the interview, candidates will receive a list of requirements to become a Sports Club Volunteer Coach.

<u>Step 4 – Returning Volunteer Coaches</u>

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

Paperwork Packet 1 (Roles & Responsibilities and Coach Agreement) & Packet 2 (University Volunteer) will be sent to the volunteer through Adobe Sign. The designated Sports Club officer will then work with the candidate to complete paperwork. After paperwork is complete, it is submitted to Risk Management

<u>Step 5 (If needed)</u>

The risk manager or ADCR will then offer instructions on how to complete Online Defensive Driving Course with Paperwork Packet 3 and instructions on how to complete Live Scan background check on campus.

<u>Stage 1 (If needed)</u>

Candidate Completes the Online Defensive Driving Course and Live Scan Background Check. Note, clubs charge ~$40.00 per Live Scan and all Live Scans must be done on Campus through Placer Hall.

<u>Stage 2 (Optional)</u>

If the volunteer will be parking on campus, they are eligible for a free parking pass for the semester. This is only applicable to volunteers with no CI affiliation (I.e. is not a current student, staff, or faculty member)

Confirmation

The Volunteer Coach Appointment Letter will be emailed to candidate by Coordinator of Recreation Programs or ADCR.

Steps for Clubs Who Have a New Candidate Already Identified

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 sport:

<u>Step 1</u>

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

- Create a position description for the Volunteer coach. What do you expect from a coach? What does your club need?

<u>Step 2</u>

Candidates are required to submit a resume that includes three references and hours of availability for consideration of the opportunity. Sports Club staff screen candidates and then schedule interviews on campus. Candidate interviews will include your selected officers, the Coordinator of Recreation

Programs, and ADCR. After the interview, candidates will receive a list of requirements to become a Sports Club Volunteer Coach.

Step 3

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:

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

Paperwork Packet 1 (Roles & Responsibilities and Coach Agreement) & Packet 2 (University Volunteer) will be sent to the volunteer through Adobe Sign. The designated Sports Club officer will then work with the candidate to complete paperwork. After paperwork is complete, it is submitted to Risk Management

Step 4

The risk manager or ADCR will then offer instructions on how to complete Online Defensive Driving Course with paperwork packet 3 and instructions on how to complete Live Scan background check on campus.

Step 5

Candidate Completes the Online Defensive Driving Course and Live Scan Background Check. Note, clubs are charge ~$40.00 per Live Scan and all Live Scans must be done on Campus through Placer Hall.

Step 6 (Optional)

If the volunteer will be parking on campus, they are eligible for a free parking pass for the semester. This is only applicable to volunteers with no CI affiliation (I.e. is not a current student, staff, or faculty member)

Confirmation

Upon approval, the Volunteer Coach Appointment Letter will be emailed to the candidate by **Risk Management, the Coordinator of Recreation Programs, or ADCR**.

First Time for Coaches Paperwork (Summary)

STAGE 1 – Application & Position Request

- 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

STAGE 2 – Agreements & Compliance Documentation

- Paperwork Pack 1 – (Agreements sent as an Adobe Sign)
  - Coaching Volunteers: Roles & Responsibilities
  - Sports Club Coach/Instructor Agreement
- Paperwork Pack 2 – Volunteer Designation
  - CSU Volunteer Designation Form
  - Risk Management Volunteer & Youth Program Participant Screening

    - Identified Risks of Participation Form
    - Mandated Reporter Acknowledgment

STAGE 3 – Background Clearance & Operational Requirements

- Live Scan
    - Call Placer Hall and schedule an appointment for a Live Scan on campus 805-437-8430
    - Print 3 copies of the Live Scan form and bring them filled out to your appointment
    - More info can be found at:
- Paperwork Pack 3 - Driving Paperwork (if applicable)
    - Per Risk Management, the volunteer may be required to complete driving training
    - Coordinator of Recreation Programs will send an Adobe Sign with the required paperwork along with an email link to the required video
    - Packet includes:
        - CI Driver Program Registration
        - Authorization for Release of Driver Record Information
        - STD 261 – Authorization to Use Privately Owned Vehicles on Stathe Business
        - Online Driving course (Certificate or proof of passing is required)

STAGE 4 (Optional) – Campus Access & Parking Authorization

- Parking Pass
    - Coordinator of Recreation Programs will send an Adobe Sign parking permit request
    - Once approved by Parking Services, the volunteer can pick their pass at Placer Hall.

Returning Volunteer Coach Paperwork Examples:

STAGE 1- Submit the Sports Club Volunteer Coach/Instructor Request (CISync Form)
Form can be found on the page.

STAGE 2 Volunteer Coach Paperwork Packet 1
Coaching Volunteers: Roles & Responsibilities (Annually)

Sports Club Coach/Instructor Agreement (Annually)

Volunteer Coach Paperwork Packet 2 – Volunteer Forms
CSU Volunteer Identification Form. (Annually)

STAGE 3 (Live Scan)
Live Scan Form / Background Check Consent. (One form every four years.)

Returning Coaches Process
For coaches that continue 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 following three agreement forms:

Packet 1: Roles & Responsibilities & Sports Club Coach/Instructor Agreement

Packet 2: CSU Volunteer Identification Forms
Packet 3 (optional): Campus Parking Registration Application (If Applicable)

General

- All coaches are expected to uphold the laws of the Stathe 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.

Confirmation of a Volunteer Coach

Once a prospective coach has been identified, they must:

1. Be familiar with the policies, responsibilities, and regulations for coaches.
2. Fill out a coach's application.
3. Sign all required paperwork
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 with three references
- Paperwork Packet 1:
    - Volunteer Coaches Position Description
    - Roles & Responsibilities
- Sports Club Coach / Instructor Agreement
- Sports Club Coaches / Instructor Background Check Consent form
- Online Sexual Harassment Training (If applicable)
- Concussion Information Sheet (if applicable)
- Live Scan

Dismissal of a Coach

It is the responsibility of the club to communicate with the Assistant Director of Campus Recreation-Recreational 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 ¾-majority vote. The final decision regarding dismissal will be the responsibility of the Assistant Director of Campus Recreation-Recreational Sports.

Reimbursement/Payment of a Volunteer Coach

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

Officials/Referees/Judges

Expectations of an Official

Officials are expected to always maintain the integrity of the game. 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- Recreational 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 Sports Club staff for details.

Payment of an Official

Payment of officials is the responsibility of the Sports Club. All payments must be pre-approved and processed through an approved CSU Channel Islands vendor. Officials must complete the vendor approval process and provide a valid government-issued ID prior to payment.

The method of payment may vary by sport depending on funding sources and conference requirements. Sports Clubs should consult the Coordinator of Recreation Programs for payment procedures and additional 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- Recreation 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- Recreational 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 the expectations of the athletic trainer with the Sports Club staff. The safety officer, in conjunction with the staff, 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- Recreational Sports must be notified. The safety officer will evaluate A.T. based on attention to detail with pregame communication, pregame prep for players, injuries attended during the game, and post-game wrap-up.

Selecting an A.T. (If applicable)

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

Payment of Athletic Trainers/Medical Personnel

Payment of officials is the responsibility of the Sports Club. All payments must be pre-approved and processed through an approved CSU Channel Islands vendor. Officials must complete the vendor approval process and provide a valid government-issued ID prior to payment.

The method of payment may vary by sport depending on funding sources and conference requirements. Sports Clubs should consult the Coordinator of Recreation Programs for payment procedures and additional details.

CI Student Health Services

CSU Channel Islands Student Health Services (SHS) supports the well-being of CI students by providing basic outpatient health care services and is affiliated with the Ventura County Medical System. For a comprehensive list of available services, students are encouraged to visit the Student Health Services webpage. If a medical concern requires care beyond the scope of the clinic's facilities, SHS will provide a referral to an appropriate outside medical provider.

PROFESSIONAL DEVELOPMENT AND TRAINING

Sports Club Officers (Executive Board)

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

Orientation

Orientations will be given during the Fall & Spring semester. The President, Vice President, Treasurer, and safety officer must attend. All officers are only required to attend one orientation per academic year.

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.

Meetings

Club officers are required to conduct a minimum of one club meeting per month and meet with their Advisor to check in.

Safety Officer

Orientation

Safety Officers are required to meet with the Student Lead-Sports Clubs or Coordinator of Recreation Programs prior to the first practice, or competition. On occasion, there will be a workshop that requires a safety offer's attendance. Orientations will be given during the semester. Please see the LIVE CR Events Calendar or contact the SCPA for details.

On-going Training and Workshops

On occasion, there will be a workshop that requires safety officer's attendance. Please see the LIVE CR Events Calendar or contact the SCPA for details.

Meetings

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

General Member

Orientation
Sports Clubs are responsible for giving all new members an introductory orientation to their club prior to participating.

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.

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

Sports Club Council Representative

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

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.

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

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

On-going Training and Workshops
Online training and workshops may be provided through Campus Recreation. See the Sports Clubs Lead for details.

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

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

Orientation

Prospective advisors will need to complete an online advisors PowerPoint presentation and agreement form for their club to be in "good standing."

Meetings

Advisors are not required to attend all club meetings but should meet with the club at least once a month and 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, and attend other workshops/meetings as requested prior to coaching a team.

Orientation

An orientation meeting will be held 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- Recreational Sports prior to coaching.

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.

Meetings

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

TRAVEL PARTICIPANTS

TRIP LEADER (TL)

A trip leader is the person designated by the specific Sports Club and approved/authorized by Sports Club Admin. 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.

Orientation

Campus Recreation will provide an orientation for prospective Trip Leaders. TL must attend an introduction to travel meeting prior to any travel. Training for prospective trip leaders is also provided each semester.

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.

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, the club is not allowed to travel and may subject the club to sanction.

DRIVER

Orientation

Campus Recreation will provide required training links for prospective drivers. Each semester, all approved drivers must attend a Travel & Driver Orientation Meeting prior to participating in any Sports Club travel.

Ongoing Training & Workshops

Throughout the academic year, Campus Recreation will offer workshops and additional training opportunities for drivers. Certain workshops may be mandatory, and driver attendance will be required as specified. Drivers should reference the Sports Clubs calendar for dates and details.

Required Meetings

Prior to travel, drivers may be required to schedule a Trip Planning Meeting with the Sports Clubs Lead at least two weeks before departure.

Drivers must also attend a mandatory Trip Meeting immediately 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.

Orientation

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

Ongoing Training & Workshops

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

Required Meetings

Safety officers are required to confirm responsibilities prior to the first practices, competitions or travel or the teams will be unable to practice/play/travel.

TRAVELING UNIVERSITY OFFICIAL(TUO)

A traveling university official is a faculty or staff member charged with the responsibility of oversight on the trip. This is determined by the Assistant Director of Campus Recreation- Recreational Sports for trips totaling over 400 miles one way.

Orientation

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

Training and Workshops

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

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.

DRIVER PROGRAM

Students that are required to drive state vehicles or be reimbursed for mileage must complete the following Drivers Packet:

1. **Have a Volunteer Form on file** (must be renewed every year)
2. **Receive clearance from Risk Management** by completing the Driver Program Registration

You are **NOT allowed to drive** until both steps are completed and approved.

STEP 1: Complete the Volunteer Form (Required Annually)

What this is

The Volunteer Form allows you to participate as a volunteer driver for university-related activities.

Where to find the form

Go to this link: https://www.csuci.edu/vpbfa/ehs/rm/volunteers.htm

How to complete it

1. Open the **Volunteer Information** webpage.
2. Fill out **all required personal information**.
3. Enter Volunteer's email address
4. Supervisor of Volunteer enter: jett.marquez-lawley@csuci.edu
5. Under Document Name:
    - **Volunteer's full name**
    - **Campus Recreation**
    - **Sports Club** (include your specific sport if applicable)
    - **CI Volunteer Registration**
      Example: *Jett Marquez-Lawley_Campus Recreation_Sport Clubs_Volleyball*
6. Sign and date the form.
7. Submit the form following the instructions on the page (upload or email as directed).

Reminder:

- This form **must be renewed every academic year**.

STEP 2: Complete the Driver Program Registration (Risk Management Clearance)

Where to start

Go to this link: https://www.csuci.edu/vpbfa/ehs/rm/programs-and-services.htm

Step-by-step instructions

1. On the page, find and select: **"Driver Program Registration & Motor Vehicle Use"**

2. Select: **"CI Driver Program Registration"**
3. Click: **"Use myCI"** and log in with your CI credentials
4. Select: **"New Registration"**

Fill Out the Registration Form

Enter the following information **exactly as shown**:
Driver Information
- **Driver Name:** Your full legal name
- **Driver Email:** Your CI email address

Supervisor Information
- **Supervisor Name:** Jett Marquez-Lawley
- **Supervisor Email:** jett.marquez-lawley@csuci.edu

Department Information
- **Department Name:**
  Campus Recreation – Sports Club – *[Your Sport Club Name]*

Driver Affiliation to Campus
- **Sports Club members:** Select **"Other"**
- **Campus Recreation Student Assistants:** Select **"Student Assistant"**

Type of Vehicle Being Driven
Select the option(s) that apply to you:
Sports Clubs (most clubs)
- ☑ University Vehicle
- ☑ Rental Vehicle
- ☑ Personal Vehicle

Sailing Program (additional requirement)
- ☑ Towing a Utility Trailer or Sailboat

5. Review all information carefully.
6. Submit the registration.

STEP 3: Obtain a CSU Channel Islands Supplier ID (Required for Fuel Reimbursement)
Important: No fuel reimbursement will be granted if the individual is not an approved CSU Channel Islands vendor with an assigned Supplier ID.
To be eligible for fuel reimbursement as a registered driver, you must complete the vendor setup process with CSU Channel Islands.

Required Forms
The following forms must be completed and submitted to **Procurement & Logistical Services**:
- **Vendor Data Record (VDR) Form (204 Form)** – *Required by state law prior to payment*
- **VDR Complement Form** – *Required to establish and maintain vendor records*
- *(Optional)* Automated Clearing House (ACH) Enrollment Form for direct deposit

Federal **W-9 forms are NOT accepted** in place of the VDR Form

Submission Instructions

Completed forms must be submitted to:

- **Email:** purchasing@csuci.edu
- **Mail:**
  Procurement & Logistical Services
  California State University Channel Islands
  Ironwood Hall
  One University Drive
  Camarillo, CA 93012

Once approved, the individual will be issued a **Supplier ID**, which is required before any reimbursement can be processed

Fuel Reimbursement Eligibility Reminder

- Reimbursements must be preapproved prior to EALCPT.

- Only **registered and approved drivers** are eligible for fuel reimbursement.
- The driver must:
  - Be one of the club's **five approved drivers**
  - Have **completed Steps 1–3**
  - Possess an **active Supplier ID**
- **Reimbursements will not be processed** for individuals who have not completed the vendor approval process.

Fuel Reimbursement Disclaimer

Students who are traveling to a Sports Club competition but are **not approved through the CSU Channel Islands Driver Program**, **do not have an assigned Supplier ID**, or are **not officially listed as an approved driver for the Sports Club** are **not eligible for fuel reimbursement**.

These individuals may still **travel with the team and participate in the competition**; however, any travel in this capacity is considered **personal participation only**. In these situations, travel is treated similarly to a **field trip or group activity**, and **no fuel reimbursement will be granted or processed** under any circumstance.

Fuel reimbursement is **strictly limited** to the Sports Club's **five registered and approved drivers** who have completed all required training, vendor registration, and documentation prior to travel.

Fuel Reimbursement Process

STEP 1: Confirm Eligibility

Before submitting any reimbursement request, confirm that you are:

- Sport Clubs Driver Roster
- An **approved and registered Sports Club driver**
- Approved through the **CSUCI Driver Program**
- An **active CSU Channel Islands vendor with a Supplier ID**
- Listed as one of the club's **five approved drivers**

Individuals who do not meet all requirements are **not eligible for reimbursement**.

STEP 2: Collect Required Receipts

After travel, gather all fuel receipts. Each receipt must be:

- A **clear, legible photo or scanned copy**
- Showing the **fuel station name and address**

- Displaying the **date and time of purchase**
- Showing the **total dollar amount paid**

Illegible, incomplete, or missing information will result in the reimbursement being denied.

STEP 3: Submit a Purchase Request

Submit a **Purchase Request** along with the required fuel receipts according to Sports Club procedures.

- Attach **scanned or clearly photographed receipts**
- Ensure all documentation is complete before submission

STEP 4: Staff Submission of Reimbursement

Once the Purchase Request is reviewed and approved:

- **Sports Club staff** will submit the reimbursement on your behalf
- No reimbursements may be submitted directly by students

STEP 5: Complete Required Signature Documentation

After submission, the individual receiving reimbursement will be sent a **reimbursement document requiring their signature**.

- The document must be **signed and returned promptly**
- **Failure to complete and return the document in a timely manner will result in the reimbursement not being processed or issued**

<u>Allowable Sports Club Reimbursements</u>

Reimbursements are permitted **only when expenses are pre-approved**, directly related to official Sports Club activities, and submitted with proper documentation. All reimbursements must comply with **University, CSU, and Risk Management policies**.

1. Travel-Related Expenses (Approved Drivers Only)

Students may be reimbursed for:

- **Fuel** used for travel to and from competitions, practices, or approved events
  - Must be an **approved driver**
  - Must have a **Supplier ID**
  - Must be listed as one of the club's **five registered drivers**
- **Rental vehicle fuel**, if applicable and pre-approved

No reimbursement for personal mileage, oil changes, maintenance, or wear and tear.

2. Competition & Event Fees

- League or conference entry fees
- Tournament registration fees
- Officials/referee payments
  - Must be **pre-approved**
  - Officials must be **approved CSUCI vendors**

3. Lodging (When Pre-Approved)

- Hotel or lodging expenses for away competitions
- Must be:
  - Pre-approved by Campus Recreation
  - Booked according to university travel procedures
  - Itemized receipts required

No reimbursement for room upgrades, incidentals, or personal charges.

4. Equipment & Supplies

- Sport-specific equipment
- Practice or competition supplies
- Safety equipment
- Uniforms or apparel (when approved)

All purchases must:

- Be **pre-approved**
- Follow university purchasing procedures
- Include itemized receipts

5. Officials, Instructors, and Services

- Payments to:
    - Game officials
    - Certified instructors or service providers

Requirements:

- Must be **approved CSU Channel Islands vendors**
- Must provide a **Supplier ID**
- Payment must be pre-approved by Campus Recreation

6. Other Pre-Approved Club Expenses

- Conference-required expenses
- Event hosting costs
- Risk Management–required items

All must receive **prior approval** from the **Coordinator of Recreation Programs and/or ADCR**.

Non-Reimbursable Expenses

The following **will not be reimbursed under any circumstances**:

- Personal meals or snacks (unless explicitly approved)
- Alcohol or tobacco products
- Fines, tickets, or penalties
- Personal travel unrelated to official club activity
- Expenses submitted without receipts
- Expenses incurred by individuals who are:
    - Not approved drivers
    - Not registered vendors
    - Not authorized under Sports Club policy

Important Policy Reminder

Reimbursement eligibility depends on:

- **Pre-approval**
- **Proper documentation**
- **Compliance with CSUCI and Risk Management policy**
- **Timely completion of required reimbursement and signature forms**

Failure to meet any requirement may result in **denial of reimbursement**, even if the expense would otherwise be allowable.

Final Notes

- Registration will be reviewed by **Risk Management**.
- Risk Management will let Jett know if individual is approve- wait to hear from Jett

- You may be contacted if additional information is needed.
- **You may not drive** until you receive confirmation that you are cleared.
- Clearance must be maintained and updated as required.
- Reimbursements are processed only after **all steps are completed**, documentation is approved, and required signatures are received. Delays or missing information may result in **forfeiture of reimbursement**.

If you have questions, contact **Jett Marquez-Lawley** before attempting to drive.

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 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. Minimum of five (5) students currently enrolled at CSUCI willing to participate in your student club/organization
2. An eligible President, Vice President and Treasurer
3. Minimum of one (1) advisor (must be CI faculty, staff or administrator)
4. Create and submit a constitution (for more information and assistance contact the Coordinator of Recreation Programs)

Please note Sports Clubs will also need an eligible Safety Officer and members are required to pay a $45.00 insurance fee each year as part of the registration process. Student organizations are expected to abide by all University policies, rules and regulations.

All clubs must be 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 to remain active.

Club 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 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

Intent to Start a New Student Club/Organization Form

If you are interested in starting a new Sports Club or student organization your first step is to complete Intent to Start a New Student Club/Organization form. Student Organizations & Involvement (SOI) staff will review your submission and then contact you for additional information and/or to schedule a consultation.

For access to the Intent to Start a New Student Club/Organization form please visit the page on CI Sync and select the 'Register a New Organization' box.

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 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- Recreational 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 process for them to recruit members, an advisor and receive assistance with completing the Recognized/registered process. To achieve Exploration of Interest Status, interested members must meet the eligibility requirements and submit an (five members required).

The first part of this stage is to determine if there is an interest amongst the students on campus in participating 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 interesting meetings to attract 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 Coordinator of Recreation Programs 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 University's

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 SC staff or ADCR of Campus Recreation. Flyers are not allowed to include the CI name or logo until being officially recognized. This will facilitate process for them to recruit members, an advisor and receive assistance with completing the registered process. To enter Exploration of Interest Status, students must have submitted the Intent to Start a New Sports Club form on CISync.

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- Recreational Sports. (805-437-8902) for details.

Recognized/ Registered Stage for Sports Clubs

<u>After the club fulfills the registration requirements from Sports Clubs, sport club members must complete Player Participation Forms & Fee Payment</u>

All Sports Club officers and members must submit the following forms, which are in the CISync Campus Recreation umbrella:

1. The Player Participation Form (online)

2. Sports Clubs Insurance Fee (online)
3. 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

<u>After the club fulfills the Insurance Fee Payment requirements for each participating member, the club president will confirm the club's roster with the SCPA or ADCR prior to participating in any activity.</u>

Sports Club admin 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 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

<u>The probation period is a minimum of one semester without presenting for funds.</u>

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 or Sports Club admin.

NATIONAL AFFICIATIONS

Competitive Sports Clubs are required to be a member of a minimum of one national governing body (Unless Risk Management determines that an activity is classified as high risk and must be a Sports Club). Sports Clubs should research the best match for a National Governing Body (NGB) to join. The club must make recommendations and discuss with the Coordinator of Recreation Programs or Assistant Director of Campus Recreation- Recreational Sports before making a final decision.

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

- Badminton/USA Badminton
- Baseball/NCBA Baseball https://clubbaseball.org/
- Cheerleading/https://usacheer.org/
- Climbing/USA Climbing https://usaclimbing.org/compete/collegiate-series/
- Crew/USA Rowing
- Cycling/USA Cycling
- Dance/USA Dance
- Dodgeball/National Collegiate Dodgeball Association https://ncdadodgeball.com/
- Handball/USA Handball
- Hockey/USA Hockey
- Ice Hockey/American Collegiate Hockey Association
- Judo/USA Judo
- Lacrosse/USA Lacrosse
  Men's Collegiate Lacrosse Association https://mcla.us/

- Roller Hockey
- Rugby/USA Rugby
  Southern California Rugby League
- Sailing/US Sailing
- Ski & Snowboard US Ski Association USA Snowboarding Association
- Soccer/West Coast Soccer Association https://westcoastsoccerassociation.com/
- Soccer/NIRSA National Soccer Championships
- Synchronized Swimming/United States Synchronized Swimming
- Surf/National Scholastic Surfing Assoc.
- Taekwondo/USA Taekwondo
- Tennis/United Stathe Tennis Association (USTA)
- Ultimate/Ultimate Players Association
- Volleyball/USA Volleyball Southern California Collegiate League https://www.sccvl.org/
- Water Polo/USA Water Polo
  Collegiate Water Polo Association
- Water Ski/National College Water Ski Association
- Wrestling/USA Wrestling

RENEWING A SPORTS CLUB (ANNUALLY)

Mandatory Renewal Requirement for All Student Organizations

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 Coordinator of Recreation Programs to confirm your club's participation and see the Sports Clubs schedule for details.

Area	Clubs & Organizations	Campus Rec. Sport Clubs
Oversight	Student Life / ASI	Campus Recreation + Risk Management
Risk Level	Low to moderate	Moderate to high
Travel	Optional, informal	Structured, approved, regulated
Competition	Rare or informal	Regular, intercollegiate
Coaches	Not required	Often required/approved
Drivers	Not regulated	Strictly regulated
Reimbursements	Limited	Highly regulated
Representation	Does not formally represent CI	Represents CI in competition

Team Registration/Renewal on CISYNC

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

Please note: 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 as well as 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. Update Your Portal with Current Information by filling out the Re-registration form on CISync
2. Presidents and Treasurers- Complete Officer Agreement, fill out the SC Player Participation form, pay the $45.00 insurance fee (sailing club exempt), Complete ASI02 Budget Workshop, and attend Officer Orientation
3. Vice Presidents- Complete Officer Agreement form, fill out the SC Player Participation form, pay the $45.00 insurance fee (sailing club exempt), and attend officer orientation.
4. Having advisors complete Advisor Agreement & Advisor Orientation

Logging into CISync

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

1. Go to
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 the Sports Club student staff or Coordinator of Recreation Programs with your name, organization name, and the role you have in your organization in the subject line.

Step 2: Update Your Portal Settings

1. Search your club's name in the search bar or select below under "My Memberships"
2. Click "Manage Organization"
3. Click blue button "Re-Register This Organization"
4. Proceed through the six steps of registration
5. Organization Profile
6. Organization Categories
7. Organization Interests
8. Organization Profile Picture (Your club's logo)
9. Organization Roster
10. Upload your Club's Constitution (See "" for more information)
11. Ensure that all required fields are entered.
12. All officers must meet the requirements stated in the

13. After clicking the 'Finish' button, please go to your MyCI email to verify that you received confirmation from CISync stating that your form was successfully submitted.

Step 3: Complete 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 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 will be emailed a link to complete form. New advisors must attend an in-person orientation with the Assistant Director of Campus Recreation-Recreational Sports, and returning advisors must complete online. The Advisor Orientation must be submitted on 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 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 Officer Agreements 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 a specified in-person, virtual, or hybrid 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

The Constitution

An organization is a "body of persons organized for some specific purpose, like 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 ensure that the group continues 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:

1. Understand the Purpose of the Constitution
   Your constitution will serve as the foundational document for how your sports club operates. It defines your club's:
   - Mission and Purpose
   - Membership structure
   - Leadership roles and responsibilities
   - Operational procedures (ex. Elections, meetings, amendments)
2. Required Elements of a Constitution
   CSUCI recommends that all student organizations (including sports clubs) include the following sections in their constitutions:
   - **Name of the Organization**
   - **Purpose/Mission Statement**
   - **Affiliation (if any)** – include national governing body or league if applicable
   - **Membership Requirements** (must follow open membership per CSU policy)
   - **Executive Board Structure** (President, VP, Treasurer, Safety Officer at minimum)
   - **Officer Duties**
   - **Election Procedures** – how and when officers are elected
   - **Meeting Procedures** – frequency and format
   - **Quorum & Voting** – minimum attendance for votes and decision rules
   - **Amendment Procedures** – how to change the constitution
   - **Advisor Role** – how one is selected and what their responsibilities are
3. Draft the Constitution
   - Use CSUCI's template or refer to the **Student Organization Handbook's guidelines** for formatting. Be clear, inclusive, and thorough. The constitution should reflect both your sport's needs and the university's expectations for conduct, safety, and leadership.
4. Review with Campus Recreation
   - Before submission:
     - Work with the Coordinator of Recreation Programs (Sports Club Administrator) for a review.
     - You may also involve the Assistant Director of Campus Recreation – Rec Sports to ensure your structure aligns with CSUCI sports club standards.
5. Submit for Ratification
   a. Ratify the constitution with a vote from at least 5 student members (minimum required to start a club).

    b. Submit it through CISync along with the new club registration form and other required documentation.
6. Maintain and Update
    a. Once approved:
        i. Keep a digital copy updated each year.
        ii. Update officer names and amendments after annual elections or organizational changes.
        iii. Ensure your executive board and advisor are aware of its contents and responsibilities.

Need Help Writing It?

Campus Recreation and the Student Organizations & Involvement (SOI) office can help:

Schedule a meeting with the Coordinator of Recreation Programs.
Email involvement@csuci.edu for constitution templates and feedback.

Key Contacts

Campus Recreation (Sports Clubs): campusrecreation@csuci.edu
Coordinator of Recreation Programming: jett.marquez-lawley@csuci.edu
Student Organizations & Involvement: involvement@csuci.edu

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 reflects the current stathe 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 Coordinator of Recreation Programs. 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 following process to participate in the Sports Clubs program:

- Become a Student Campus Recreation Member: Complete from the Campus Recreation Membership and Passes web page-
- Become a Sports Club Member: Complete from the Sports Clubs Forms web page-
- Pay the $45.00 Activity Insurance Fee through one of the following two methods:
    a. (American Express, Discover, Master Card, and Visa) (add 2.75% convenience charge) through the Sports Clubs web page-

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
                - Writhe 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)

MEMBERSHIP PROFILES

Logging into CISync for Returning Members

- Step 1: Login to your MYCI portal, click the CISync tile, sign in (top right corner), and in the search bar type the name of your club
- Step 2: Click the blue button that says "Join" and the officers or Sports Club staff will add you to the roster.

Logging into CISync for New Members

Step 1: Complete from the Sports Clubs Forms web page-
Please note: To complete Sports Clubs Participant Application form, students will need the name, phone number, email, student ID number, and emergency contact number.

Step 2: An email invitation will be forwarded to you 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 campusrecreation@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 Jett Marquez-Lawley.

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 being 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 Coordinator of Recreation Programs 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 NGB guidelines 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 their officers.

Minimum Unit Load for Officers

Undergraduate students must earn six semester units per term in order to complete 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 practice. 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.

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 priority prior to participation. Following an injury that occurs during an official Sports Club event (including but not limited to concussions) students will be required to provide a note of clearance to the Sports Club Administration from a physician indicating that they are allowed to return to play.

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 as 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):
  CDC (Heads Up): https://www.cdc.gov/heads-up/index.html?utm_source=chatgpt.com
- NCAA Concussion Protocol: https://www.ncaa.org/sports/2016/7/20/concussion-safety-protocol-management.aspx
- Sports Concussion Institute:
  CIF (high school):
  https://www.cifstate.org/sportsmedicine/concussions/index?utm_source=chatgpt.com
- Concussion Facts: https://concussion.org/concussion-resources/?utm_source=chatgpt.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 the 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 the 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 the or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate the a complete the 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 abusers, 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 Stathe University Channel Islands University is committed to maintaining an environment free of discrimination and all forms of coercion that impede 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 Stathe University Channel Islands is committed to serving the diverse educational needs of the people of the Stathe 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

CSU EXECUTIVE ORDERS

The California Stathe 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 https://calstate.policystat.com/.

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 https://calstate.policystat.com/

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 https://calstate.policystat.com/

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 https://calstate.policystat.com/

EXECUTIVE ORDER 1041, (Supersedes Executive Order No. 590) California Stathe 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 1-92-02, 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 https://calstate.policystat.com/

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.

Sports Clubs Judicial Process

Upon a violation, the Coordinator of Recreational Sports or Assistant Director of Campus Recreation-Recreational Sports (ADCR) will initiate 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 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 sanction's 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 synopsis of the California Code of Regulations regarding student discipline. Visit Student Conduct https://www.csuci.edu/studentsupport/student-conduct/

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 all risk management workshops. 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 Programs. 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 https://policy.csuci.edu/fa/32/fa-32-003.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 tryouts, 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 team's 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 Coordinator of Recreation Programs 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 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

- Report Forms Links:
  - Accident Report
    - Send accident report to risk@csuci.edu AND jett.marquez-lawley@csuci.edu AND Nathan.avery@csuci.edu
  - Incident Report
    - Send report to jett.marquez-lawley@csuci.edu AND Nathan.avery@csuci.edu

Campus Emergency Phone Numbers
- 911 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 (Face: Smile, Arms: Lift Both, Speech: Say Name, Time: 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:
- Stathe problem clearly
- Stathe your exact location
- Stathe 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 or 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 Coordinator of Recreation Programs to notify them of the situation

Vehicle Accident Protocols:

<u>1) Handle the immediate emergency first</u>
1. Check for danger and get help immediately.
2. Call for medical/police assistance if needed:
   - Call 911, or contact Campus Police at ext. 8444 (they can help with first aid and determine if more medical attention is needed).
3. If the injury is minor and you're trained: provide first aid and document it in your department first aid log.

<u>2) Identify what type of accident it is</u>
After the person's immediate needs are met, follow the steps that match the situation:

A) If the injured person is a CSUCI employee
1. Notify the employee's supervisor and Human Resources ASAP.
2. Supervisor completes the required report:
   - Submit the Supervisor's Injury or Illness Report (online).
   - If you can't do the online form, CSUCI notes you can request a printable version from healthycsuci@csuci.edu and submit it to HR within 24 hours.
3. Provide the Workers' Comp claim form (DWC-1) within 24 hours
   - CSUCI states the injured employee must be given the Workers' Compensation "Employee Claim Form" (DWC-1) within 24 hours of the reported injury (available from HR / Workers' Comp Coordinator, ext. 2623).
4. If time off work is needed: the employee will need a doctor's release before returning to work.

B) If the accident involves a student, visitor, or vendor (non-vehicle)

1. A CSUCI employee completes the report
   - The person in charge of the activity (or a witness) must complete the Student/Visitor/Vendor Accident Report as soon as possible.
2. Submit it to Risk Management
   - The Risk Management forms page lists "Accident Report for Students Visitors or Vendors" and instructs: Submit your forms to risk@csuci.edu.

Note: The CSUCI Student/Visitor/Vendor report itself indicates it is not for motor vehicle accidents.

C) If it's a vehicle accident while on University business

1. Get medical help immediately if anyone is injured.
2. Complete the required vehicle accident report
   - CSUCI states that for all vehicle accidents on University business (any vehicle ownership) you must complete Vehicle Accident Report Form STD 270 and, upon return to campus, submit it to your direct supervisor, with a copy to Risk Management.

Follow the rules based on the vehicle type

- State vehicle: use STD 269 (Accident Information Card) from the glove box, do not admit fault, and report the accident to Risk Management at 805-437-8950 ASAP.
- Private vehicle: contact the vehicle owner's personal insurance and report immediately; claims are handled by that insurer.
- Rental vehicle: contact the rental agency immediately and follow their reporting/claims instructions.

Submit the correct CSUCI form(s)

Use the Risk Management forms page to access the correct report, then submit as directed:

- Accident Report for Students / Visitors / Vendors
- Supervisor's Injury or Illness Report
- (If applicable) Vehicle Accident Report Form STD 270 (linked from CSUCI field trip guidance)
  And CSUCI's forms page instructs: Submit your forms to risk@csuci.edu.

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 expenses 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 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 Stathe University System. Each club provides a list of male, female, and including the number who opted out or noted as being LGBTO/non-gender conforming designation participants annually for coverage to be in effect (cost is per participant). This coverage does not include the Sailing Club, as they are required to be listed under a different insurance provider per University Risk Management.

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

Sport Club teams should meet 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.

<u>Hold Harmless Provisions</u>

Important: Insurance documents must include, but not be limited to, appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the Stathe of California, the Trustees of the California Stathe 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, requests to be added to a group plan through work or family member.

Sailing Club Insurance

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 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-Recreational Sports. Liability Insurance- Sports Clubs are required to obtain liability insurance. This insurance can also be purchased through NIRSA. Please see Sports Club Admin for details.

The Sports Club Insurance Fee is a mandate by the California Stathe 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 actively participate with the club. Every club must have at least five members/players who have paid the fee and completed Sports Club Participation Application.

The Sports Club Insurance Fee covers students who are injured during club practices and games. This means that students 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 related 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 (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 following account number in the memo section of the check: TK920-550102
2. Turn the check or cash to Student Business Services located in Sage Hall, first floor room #146-148

Screenshot your digital receipt and email it to the president of your club and CC Jett Marquez-Lawley AND

the Sports Club Lead.

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 from your Primary Insurance Carrier

These documents should be Mailed or Faxed to:

Health Special Risk, Inc. 4100 Medical Parkway
Carrollton, Texas 75007
(972) 512-5820 Fax
(972) 512-5600 Phone
(866) 345-0976 (Toll Free)

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

RSC Solutions Sports and Recreation Program

Effective January 1, 2011, all new General Liability and Property claims for the RSC Solutions Sports and Recreation Program, regardless of severity or location, are reportable to the Lexington Claims Department for handling.

Lexington accepts new reports of losses in the following methods:

Email:	
Fax:	866-785-2722
Telephone:	1-800-931-9546
Mail:	Lexington Claims Department 100 Summer Street, 17th Floor Boston, MA 02110 Attention: Bruce Lantman, Segmentation Manager

To report a loss after hours, call 1-800-931-9546 (weekends and after 5 pm Eastern Time, Mon.–Fri.)

The campus Risk Manager should be involved in the actual claim process as the campus contact point.

To follow up on existing claims handled by Lexington, call: 1-877-873-9972

Lexington Claims Contacts:
William Brewer, Examiner (617)
330-4240

Bruce Lantman, Segmentation Manager (617)
330-8461

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 should 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 need 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.

<u>Assess Situation</u>

NOTE: Do not move subjects 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

- On campus dial 911 or (805) 437-8444 for University Police 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 or 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 with an accident report. Campus Police are 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 documents. 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.

See the Emergency Information within the TRAVEL BINDER.

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 within 24 hours of the reported injury.

- As soon as the injured employee's immediate needs are met, they must be provided with 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 club's 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 club's discretionary "ASI02" ASI account through utilizing an Accounting Log form 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)

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. If a club has received some sort of donation, please reach out to Jett Marquez-Lawley on how to move forward.

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.

<u>Budget Requests</u>

Each Sports Club is responsible for their assigned budget. Worksheets with instructions specific to each club are provided. A Menu, Timeline, and Planned Expense Allocation 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.

<u>Financial Management Process (Sport Club's)</u>

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 Files section or LIVE links provided through ONEDrive. 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 > March Budget Requests Planned Expense Allocation (tab 4) and Actual Expenses (actual / tab 5) > Deliberations > Allocation Amounts > Final Approval >
Fall Semester Requests

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 the presentation, Sports Clubs receive notification on any amount 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 Process and Templates

Budget requests are made by eligible sport clubs in February. A prerequisite to qualify for a presentation time is to submit complete information prior to the designated deadlines. Two workbooks must be submitted to CR for approval. The SC's Profile Workbook and Fixed & Electives Workbook are reviewed, and then discussed with the SCA as scheduled.

Sports Club's PROFILE Workbook

The Profile 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 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:

- Menu (Tab 1 in SC Workbook)
- Timeline (Tab 2)
- Inventory (Tab 3)
- Planned Expenses Allocation (Tab 4)
- Actual Costs/Allocation (Tab 5)

<u>First Step</u>

Review and confirm the club's equipment inventory and financial resources from their ASI02 account (If Applicable) and then forecast next year's anticipated 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 club's future decisions. Historic club financial records are important for the efficiency of each club. Clubs that keep detailed information from past purchases, travel, and events will make it easier and more cost-effective for future requests. Update timeline information on the Sport Club's Timeline.

An updated Workbook is required at all meeting times with CR Staff, and prior to presenting any budget request.

Third Step
Input all travel and purchase expenses into the Expenses Allocation Plan Worksheet. Determine the travel and purchase amount that will be included in the request.

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

Fourth Step
Complete 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 allocation plan worksheet to the actual 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 utilizing information from other similar categories.

Sports Club's FIXED COSTS & ELECTIVES Workbook
The Fixed Costs & Electives Workbook is a "working" record for each club projected annual reoccurring and planed costs (Academic year).

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 to create comprehensive budget requests. 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 budget requests. 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 Workbook Requirements (Sport Clubs)

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 Workbook
Includes the qualitative and quantitative data of the Sports Club.

Sports Club Fixed Costs & Electives Workbook (Past Records and Projected)
Helps describe the club and describes the use of the club's funds.

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

Budget Request 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 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 SC Workbook
- Step 2
  - Complete Sports Club Projected Profile Workbook
- Step 3
  - Complete Sports Club Forecasted Fixed & Electives Costs Workbook
- Step 4
  - Scheduled and Complete the Sports Club Budget Meeting with CR

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 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 five 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:
<u>Step 1 Menu</u>
Review the amounts that are assigned to each TK920 account, and then compare them with your Menu, which includes the anticipated costs of equipment, and travel.

Please follow these Final Menu instructions:

- 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)
- Place dates and amounts of purchases on the Menu worksheet. Make sure these are reflected on Timeline tab.
- Review the anticipated Home and Away Events for the sport club and then verify the dates of planned travel.
- Travel- Update trip dates and costs on the Menu (including the appropriate accounting strings), update Timeline/Calendar with the anticipated detailed meetings and competitions, update 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.

<u>Step 2 Timeline</u>
Update 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.

Please follow these Timeline instructions:

- Make sure to add
    - Home & Away Games
    - Club Meetings
    - Tryouts
    - Club Practices
    - Paperwork Deadlines
    - Major Events or Tournaments

<u>Step 3 Inventory Worksheet</u>
Inventory- Prepare the updated inventory worksheet to reflect the actual equipment and location of each item.

Please follow these Inventory instructions:

- List all of your club's TK920 or ASI02 purchases
- Assign an officer or member as the equipment manager so they can assure all equipment is accounted for

<u>Step 4 Planned Expenses (Anticipated Expenses)</u>
Planned Allocation- Prepare the planned expense worksheet anticipated with the actual costs worksheet to confirm amounts in each account. Expenses- Update 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.

Please follow these workbook instructions:

- Enter your total allocation at the top of the sheet
- Distribute this allocation across the accounting strings in the way your club would like to use them (note that when entering the amount of money in each accounting line, use (-) before the number)
- Once the total allocation is dispersed between accounting strings, enter the anticipated date and details of the travel or purchase request that will be made.
  - For example, the Surf Club is traveling to San Diego and would like to request $100.00 in fuel and $1,000.00 in lodging. They will enter $100.00 under the accounting code 605809 and $1,000.00 under 606001

Step 5 Actual Expenses

Actual Costs Worksheet- Follow the worksheet for purchases, and then update Actuals sheet 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 Actuals

Clubs are welcome to contact Sports Club staff at any time to review workbooks and/or discuss financial questions.

SPORTS CLUB BUDGET PROCESS & TRAINING

FINANCIAL FORECAST WORKBOOKS

Fixed & Elective Costs Workbook

WORKBOOK LIVE LINKS

INACTIVE CLUB BUDGETS

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

Purchase Requests

All purchase requests go through Campus Recreation where the transaction method is determined.

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 purchase orders. 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 forms, and submit though 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 they are approved by the Assistant Director of Campus Recreation- Recreational 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 revenue 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
"ASI02" Accounting String Key
Account (Specific Type of Purchase from List)
Class (Specific Sport Club Number)

<u>Purchases</u>
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.

<u>Allowed Purchases and Reimbursements</u>
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 specifically allowed purchases and reimbursements. All purchases and transactions that are not approved will not be reimbursed, and sanctions may apply.

<u>Requesting Products & Services</u>
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 Sports Club Admin to streamline their request process. Clubs that have planned appropriately will be able to complete 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 made. 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 made by 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 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 purchase orders 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 (204 form) 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

1. A CISync Purchase Request is created by Sport Club that includes all invoices and relevant information
2. The request is review by SC Staff
3. CR Staff create a PO and purchase is made
4. Product or service is delivered, and the PO is dispatched (Vendor receives a check in the mail)
5. The Workbook Actuals Sheet should be updated by the club

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

Flow for Credit Card Transaction

1. A CISync Purchase Request is submitted by the club that includes all invoices and relevant information
2. Sports clubs will either be notified to set up a purchase meeting with the Coordinator of Recreation Programs OR be notified when SC Staff have made the purchase
3. The Workbook Actuals Sheet should be updated by the club

Payment 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 mostly 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 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.

Multiple, Customized Products & Services
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 and if applicable, those designs will be sent to the University Marketing team for official university 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 artwork should be predetermined. After three estimates are received from three different companies, club officers should present the estimates to club members or the executive board and then take a vote to decide on which is the best choice for their club. The member in charge of completing the purchase request for the club will complete a purchase request form for approval. Once purchase is approved, ADCR forwards request for Procurement.

Procurement will communicate with the company and confirm appropriate paperwork is on file and then forward a purchase order to the company. The club is responsible for accounting and monitoring transactions. After the product is received, the club is responsible for including that product in the club inventory, completing an equipment checkout request (Or setting up a time with SC staff to pick up items), and confirming that the business is paid.

Custom Products and Service Purchase Process (Non-Travel)

The purchase request for custom products and services includes a 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 SC admin 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 for submitting 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 indicate in the Travel Request that reimbursement will be requested. Following the trip, the requestor will send the Coordinator of Recreation Programs all receipts and supporting documentation such as a flyer, agenda, or list of attendees so their TEC can be filled out. Upon submitting those documents, the Coordinator of Recreation Programs will send the TEC via Abode Sign. Student requestors will be required to review and sign the document to be reimbursed in a timely manner.

Credit Card Use for Travel

All details of each trip must be supplied in the Travel Request so accommodation can be arranged. 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 accommodation 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 purchases and trips will need to be presented to the SCEC for approval. If ASIO2 (Fundraised Money) funds are requested, than a majority of the club's members must vote/approve 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, 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 is 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. Note that reimbursements can take up to two weeks to process. Students have the opportunity to choose for their check to be mailed for them to 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 the following email:

Please add Student

Pay Terms: NOW

(Last Name), (First Name)
Address
City, Stathe Zip Code

Travel Expense Claim (TEC) Forms

The Travel Expense Claim (TEC) form is used for expense reimbursements from travel. After travel with approved reimbursements is completed. The students will submit their original receipts, any associated flyers, and the most up-to-date itinerary (which includes room assignments if asking for lodging reimbursement). The Sports Club Admin will then assemble the information in the TEC form(s) and it will be sent via Adobe Sign. All reimbursement expenses incurred on each trip must be turned in at the same time.

Trip packets must be complete and turned into 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 stamped and then forwarded to the Assistant Director of Campus Recreation-Recreational Sports for the final decision.

TEC information should be submitted within three days of receipt from the Assistant Director of Campus Recreation- Recreational Sports.

Payment Details

Sport Club Accounts
Sport Clubs have two types of accounts that are available: TK920 and Fundraised ASI02. Each request and purchase must be linked to a specific number that comprise 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- **TK920**	**Fundraised ASI** Discretionary Money placed in designated ASI Account-ASI02
For Transactions Only	Deposit & Transactions
Accounting String Detail= **Account-Fund-Department-Program-Class-Project** Example: - 606001-TK920-550102-#####-00000-00000	Accounting String Detail= **Chart Field- Account-Department-Program** Example: 660003-ASI02-156-#####(S. Club Program Code)
Key Account (Specific from Accounts Sheet)	**Key** Sports Club Account (ASI02)

Fund (General-TK920) Department (Sports Clubs-550102) Program (Specific Sport Club account) Class (N/A) Project (N/A)	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 ASI02 account. Payments out of the TK920 can be requested through a credit card, CSU Channel Islands Check Request, TEC form and invoice 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 have been used.

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 the report. S.C.'s must keep their workbooks/budgets up to date on a daily basis.

Sports Club Purchase Tracking
Sport clubs are responsible for providing the Coordinator of Recreation Programs 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 to 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 club's inventory record and reports daily.

Accounts Receivable

A Sports Club or division of the campus cannot be invoiced 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.

Update Financial Statement
Using the ASI Final Budget information, place appropriate amounts into the Financial Statement.

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
	Link: http://asi.csuci.edu/documents.htm

Purchase Approval
All purchases must be approved by Campus Recreation and in accordance with university guidelines. All Sports Club equipment purchased by TK920 funds has become the property of the University. Equipment purchased or donated for a specified club may only be used by members of that 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 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 Fundraising, Sponsorship, or Donation Seeking Request 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, report the amount that was earned to Sports Club admin so it can be kept as record.
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. If you buy pre-packaged goods, those are able to be sold for a "bake sale" or "snack bar".
- Approach any businesses that were not included on your request form without submitting a revised form first.

FUNDRAISING IDEAS

- CSUCI Foundation Annual Giving & Alumni / Donor Campaigns
- Annual Gala-style Event: President's Dinner
- Student-initiated Class Gifts & Student-fundraising
- Special Events & Charitable Fundraisers (walks/runs, auctions, etc.)
- Raffles/Merchandise Sales/Gaming-style Fundraisers
- Corporate / Foundation Partnerships & Grants
- Emergency / Disaster-relief / Needs-based Fundraising.

Restaurant Fundraiser

- American Pie Co.
- Tortillas
- Casa Pacifica Angels Wine, Food & Brew Festival
- Panda Express
- See's Candy Fundraiser

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

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 and redeem each $20 card for $50 worth of certificates that are available from over 14,000 restaurants nationwide.

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. 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."

Luaus

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 messages, and people to deliver the carnations. Another twist on this holiday is to send out gummy worms with theme "hooked on you".

Since this incorporates food, you must get University Auxiliary Services 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 number of volunteers to staff the sale.

Selling sponsorships for your event

This can help offset some of your costs 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 even emails!

Dance-A-Thon Fundraiser

Host a 24-hour 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, 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 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!

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 regard 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 have all the trouble raising 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 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 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 stathe 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 requester will complete 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- Recreational Sports must be obtained.
- Forms must be initialed/signed by the Assistant Director of Campus Recreation- Recreational 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 and copies of ALL RECEIPTS is mandatory to submit in order to get an approved TEC.

Accounting Flow For Travel Requests & Expense Claim

1. Sport Club create the ***Travel Authorization Request*** and ***Estimated Expense Claim Form***.
2. Form is signed and approved electronically.
3. Sports Club Treasurer saves a copy of the approved form.
4. A copy is placed in a designated folder on the President's/Treasurer computer (it is important to leave a trail or a receipts of sort to document).
5. Student Life reviews the request and either approves or disapproves the request (this is entirely separate from Campus Recreation Employees' approval).
6. If approved, travel/competition takes place.
7. By the Monday following travel, the Sport Club submits the Expense Claim Form with all supporting documentation.
8. Accounting reviews the claim, approves or disapproves it, and issues a check if applicable.
9. 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 lathe 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. These reports can be created within two weeks of request. A Budget Report Request form can be submitted to the Student Lead-Sports Clubs 14 days prior to receiving report.

PURCHASE AND TRAVEL REQUESTS – SPORTS CLUBS

All Sports Club purchases and reimbursements must follow **CSU Channel Islands policy**, **Campus Recreation procedures**, and **Risk Management requirements**. Failure to follow these guidelines may result in **denied purchases or reimbursements**.

1. Requirements of the Purchaser and the Vendor

Purchaser Requirements

The purchaser (student officer or approved representative) must:

- Receive **pre-approval** from Campus Recreation before making any purchase
- Submit a **Purchase Request** with all required documentation
- Follow **approved purchasing methods** (outlined below)
- Ensure purchases align with **club purpose and budget**
- Submit **itemized, legible receipts**
- Complete required **signature documents** in a timely manner

Purchases made without approval may be considered **nonconforming** and denied.

Vendor Requirements

Vendors must:

- Be an **approved CSU Channel Islands vendor**
- Have an active **Supplier ID** on file
- Comply with CSU procurement and tax regulations
- Provide **clear, itemized receipts or invoices**

Vendors without a Supplier ID **cannot be paid or reimbursed**.

2. Benefits of Using Approved Purchasers and Vendors

Benefits to the Purchaser

- Faster processing of payments and reimbursements
- Protection from personal financial liability
- Compliance with university and state regulations
- Clear documentation for audits and recordkeeping

Benefits to the Vendor

- Guaranteed eligibility for payment by CSUCI
- Accurate tax reporting and payment processing
- Clear communication with the university
- Faster and more reliable payment timelines

3. General Ways to Pay and Be Reimbursed

Sports Clubs may use the following methods **when pre-approved**:

Direct Payment to Vendor

- University pays the vendor directly
- Requires:
  - Approved Purchase Request
  - Vendor with Supplier ID
  - Invoice or contract

Reimbursement

- Used when an approved individual pays out-of-pocket
- Common for:
    - Fuel (approved drivers only)
    - Minor approved expenses
- Requires:
    - Pre-approval
    - Receipts
    - Supplier ID
    - Completed reimbursement documentation

<u>Hosted Payments / Officials</u>

- Officials or service providers are paid by the university
- Must:
    - Be approved vendors
    - Submit required forms
    - Receive pre-approval

Not all expenses are eligible for reimbursement—approval must occur **before** the expense is incurred.

4. Nonconforming Purchase Requests

A **nonconforming purchase request** is one that does **not comply** with university or Sports Club policies.
Examples include:

- Purchases made **without pre-approval**
- Missing or illegible receipts
- Vendor does not have a Supplier ID
- Expense does not align with club purpose
- Personal or unallowable expenses
- Late submissions
- Incorrect or incomplete documentation

Nonconforming requests are **subject to denial** and may not be reimbursed under any circumstance.

5. Conforming Purchase Requests

A **conforming purchase request** meets all policy and procedural requirements.
Conforming requests include:

- Pre-approved purchases
- Correct purchasing method used
- Approved vendor with Supplier ID
- Complete and legible receipts or invoices
- Expense aligns with club mission and budget
- All required forms and signatures completed on time

These requests are eligible for processing and reimbursement.

6. Expense Claim vs. Expense

<u>Expense</u>

An **expense** is the actual cost incurred for goods or services (e.g., fuel, equipment, lodging).

<u>Expense Claim</u>

An **expense claim** is the **formal request** submitted to the university asking for reimbursement of an approved expense.
In short:

- **Expense = what was spent**
- **Expense Claim = the paperwork requesting repayment**

An expense does **not guarantee reimbursement**. Only approved and conforming expense claims are eligible for payment.

Important Reminder

All Sports Club purchasing and reimbursement activity is subject to:

- Budget availability
- Policy compliance
- Timely submission
- Required approvals

Failure to follow purchasing procedures may result in **loss of reimbursement privileges** for individuals or the club.

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 students' 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 though 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 requests will vary and that is the reason each club should "streamline" their processes. Clubs that have planned appropriately will be able to complete 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 of the 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 artwork should be predetermined.) Every club is required to perform three price comparisons for each item. Each comparison should be made by 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 by the Assistant Director of Campus Recreation- Recreational 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 in 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 CISync portal and shadowed on the CR S: Drive (server) file. 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 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

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

<u>Equipment Reservation & Pick-Up Request (CI Sync Form)</u>

Use this form to request equipment checkout and schedule pick-up and drop-off.
Steps

1. Log into **CI Sync** and open the **CR Equipment & Vehicle Check Out Request** form.
2. Enter the **Name of Group/Club or Department**.
3. Enter the **Specific Title of Event** (if applicable).
4. Enter the **Name of Requestor**, **Phone Number**, and **Email Address**.
5. Under **Request Type**, select **Equipment Check-Out**.
6. In **For Equipment Reservations**, select the appropriate category or choose **Other**.
7. If "Other" is selected, specify the equipment type.
8. Provide the **quantity details** for each item requested.
9. Enter the **Pick-Up Request Date & Time**.
10. Enter the **Drop-Off Request Date & Time**.
11. Upload any supporting documents if applicable.
12. Submit the request and monitor CI Sync for approval or comments.

For changes or questions: Contact **Jett Marquez-Lawley**

Equipment Maintenance & Services

<u>Equipment Maintenance</u>

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.

<u>Repairs</u>

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

<u>Replacement</u>

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

<u>Equipment Storage</u>

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).

REQUESTING FACILITIES

Sports Club Contract with Campus Recreation
A select group of sport clubs are required to enter a contract with Campus Recreation or outside vendors. These contracts stathe specific 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 ***Event, Activities League & Competition Proposal (EALC)*** form a minimum of three weeks prior to the event. See the SC scheduling deadlines for final request date details.
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 should 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 Reserve Campus Recreation Facilities form.

Facility Reservation Request (CI Sync Form)

Use this form to request fields, courts, rooms, or other Campus Recreation facilities.

Steps

1. Log into **CI Sync** and open the **Campus Recreation Facilities Reservation Request** form.
2. Select **Sports Clubs** under **Department or Group**.
3. Enter the **Specific Name of Department or Group** (club name).
4. Select the **Court, Field, or Room** being requested.
5. Select the **day(s) of the week** requested.
6. In the **Request Description**, provide detailed information including:
    - Facility name
    - Days
    - Start and end times
7. Indicate whether **after-hours use** is needed.
8. Enter the **First Choice Reservation Start Date and Time**.
9. Enter the **First Choice Reservation End Date and Time**.
10. Enter the **Expected Number of Participants**.
11. Indicate whether participants are **living in Housing**.
12. Answer whether the request is **recurring**.
13. Select the **Event Type** and **Event Name** (e.g., Club Practice).
14. Indicate whether **exclusive use** is required.
15. Answer parking-related questions if applicable.
16. Enter the **Contact Information** for the person responsible for the request.
17. Upload waivers, flyers, or supporting documents if required.
18. Submit the form and monitor the **Discussion** section for updates.

For scheduling questions or approvals: Contact **Jett Marquez-Lawley**.

Housing Residential Education Rooms: Rooms are to be reserved using this link . Sports Clubs must submit both a facility request and an event request. The event must be approved by Campus Recreation before submitting a facility request for any location outside of Campus Recreation facilities. HRE Reservations include the following rooms:

Santa Rosa Village

- SRV Conference Room (max 19)
- SRV Community Living Room (max 161)
- SRV Community Kitchen (max 14)
- SRV Pickleball Court

Santa Cruz Village

- SCV G1 Lounge (max 90)
- SCV E1 Lounge (max 88)
- SCV E1 Conference Room (max 9)
- SCV Dance Room (max 90)
- SCV Game Room (max 90)

Anacapa Village

- Anacapa Commons (max 80)

Town Center

- Community Space (max 80)

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 Reserve Campus Recreation Facilities 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 requests.

Fees for Space/Rental

The University rents facilities and equipment for hosting events. All non-student clubs must submit facilities using paperwork. CSU Channel Islands paperwork used to rent meeting and event facilities includes an Events and Facilities Use Request form (which needs to be completed and returned for review by the Events and Facilities Committee), current fee schedule, and a blank copy of an agreement which renter should review for our insurance requirements. For parking fee information, 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 7 p.m. and Fridays 9 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 Recreational 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).

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 . 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 Policy

Sports club officers are responsible for all club's social media. Club Sports are permitted to operate social media accounts to promote club. Any new accounts need to be approved through Campus Recreation Staff.

<u>Account Maintenance</u>

- Account Ownership: All social media accounts representing a club sport within Campus Recreation belong to individual clubs. New accounts shall not be created without approval from the Campus Recreation professional staff.
- Email Association: The email address associated with the account shall be the program or club sport's official email address (i.e. cicheer@csuci.edu) and must not be associated with an individual's own email account. This is necessary to ensure continuity of account access when account contributors graduate.
- Account Names: Must appropriately represent your club.
- Passwords: Passwords must be kept confidential and shall not be shared with anyone outside of the Sports Club officers in the club. Campus Recreation staff may ask your club to share log-in information with them should changes in leadership.

Presence

- ***Stay Active:*** Contributors to social media accounts should post relevant content at appropriate times during the year. For example, the club should consider posting their season schedule prior to their first game. Additionally, comments and messages should be replied to in a timely manner.
- ***Use Hashtags*****:** Tagging your photos with hashtags will reach more people. But be careful, too many hashtags can be seen as spam.
- ***Tag Locations*****:** Tagging the location where the photo was taken provides the image with more context. For example, if Ice Hockey posts a photo of their game at the Simi Valley Ice plex, that location should be tagged on the post so followers can see where the team plays.
- ***Follow Relevant Accounts*****:** Follow other programs in Campus Recreation and Clubs & Orgs at CSUCI as well as corresponding accounts from other institutions, and don't be afraid to interact with them (i.e. "like" their photos and comments). Also, follow accounts that pertain to your Club Sport. For example, Baseball may follow the MLB account.
- ***Consider Posting Stories*****:** Stories are a great way to engage students & to notify them about upcoming games or events.
- ***Be Respectful*****:** Do not post material that is profane, obscene, libelous, threatening, abusive, harassing, hateful, defamatory, or embarrassing to anyone. Memes are not allowed if they contain any suggested material that can be seen as disrespectful. If you are unsure about your post, discuss the content with Campus Recreational Sports Club staff and/or any professional staff before posting.
- ***Remember*****:** You are representing the college and current/prospective students, their parents, college administrators, etc. may be viewing your posts. Ensure all posts are appropriate, accurate, and attractive.

Social Media Access and Posting Directions

These directions apply to all CSUCI Sport Clubs and are intended to ensure consistent branding, effective marketing, and timely promotion of club activities through official and shared social media platforms.

Password & Account Access Disclaimer

All **Sports Club–related passwords**, including but not limited to **confidential, administrative, and business-related account credentials**, must be disclosed to and maintained by **Campus Recreation Administration**. This includes access to any accounts, platforms, or systems used on behalf of the Sports Club (e.g., CI Sync, financial accounts, scheduling platforms, communication tools, or conference systems).

Jett Marquez-Lawley, Coordinator of Recreation Programs, and Campus Recreation Administration must be provided with **current and accurate login credentials** at all times. Passwords must be updated promptly whenever changes occur.

Failure to provide or maintain access to required accounts may result in **suspension of club activities, loss of purchasing or travel privileges, or other administrative action** deemed necessary to ensure compliance, continuity, and institutional oversight.

All shared credentials will be handled in accordance with **university confidentiality and data security policies**.

Providing Social Media Accounts and Passwords

To maintain continuity, security, and oversight, all Sports Clubs must provide access to their social media accounts:

Required Actions:

- Clubs must submit **all active social media account usernames and passwords** (Instagram, X/Twitter, TikTok, Facebook, etc.) to **Jett**.
- This includes newly created accounts and any existing accounts associated with the club.
- Account access must be updated immediately if:
  - Passwords are changed
  - Platforms are added or removed
  - Officers managing social media transition out of their role

Important Notes:

- Accounts should use a **club-specific email**, not a personal email, whenever possible.
- Failure to provide or maintain access may result in loss of permission to operate club social media accounts.

Submitting Social Media Posts for Resharing

Sports Clubs are encouraged to promote their activities on their own social media platforms and coordinate with Campus Recreation for broader visibility.

To Be Reshared on Campus Recreation Social Media:

- Post content on your club account (photo, video, graphic, or flyer).
- **Tag @CSUCI_rec** in:
  - The post itself **and/or**
  - The photo/video
- When tagged correctly, Campus Recreation can:
  - Reshare content to stories
  - Repost content to the main feed when appropriate

Tagging @CSUCI_rec is the fastest way to be considered for resharing.

Requesting a Singular Marketing Opportunity

If you would like Campus Recreation to create or post content **without tagging** (or for a more controlled or featured marketing opportunity), follow the steps below.

Email Submission Requirements:

Email **Jett** with the following:

- The **photo, video, post, or flyer** attached
- A **complete caption**, including:
  - Suggested text
  - Relevant **hashtags**
  - Any accounts that should be tagged (provide exact @handles)
- Desired posting timeline or deadline (if applicable)

Incomplete submissions may delay or prevent posting.

Caption & Tagging Guidelines

When submitting captions, clubs must:

- Ensure captions are clear, professional, and appropriate for a university audience
- Include relevant hashtags (e.g., sport, school, event-related hashtags)
- Clearly list **all accounts to be tagged** with their correct handles
- Avoid offensive language, copyrighted material, or unapproved sponsorships

Campus Recreation reserves the right to edit captions for clarity, branding, or policy compliance.

Content Expectations & Accountability

- All social media content must align with CSUCI values and university policies.
- Content should accurately represent the club, its activities, and the University.
- Clubs are responsible for ensuring posts are timely, accurate, and respectful.

Failure to follow these directions may result in:

- Removal of posted content
- Temporary or permanent loss of posting privileges
- Additional review by Campus Recreation

Questions

For questions regarding social media access, posting approvals, or marketing support, contact **Jett** directly.
Consistent communication helps maximize visibility and promotes CSUCI Sports Clubs effectively.

If a social media account is misused and/or any posts are made that do not comply with policy, privileges may be revoked, and appropriate corrective action will be taken.

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- Recreational 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- Recreational Sports (ADCR)

The Assistant Director of Campus Recreation- Recreational 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 "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:

<u>Pre-Trip</u>

- 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

<u>During Trip</u>

- 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

<u>Post Trip</u>

- 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.)

<u>Personal Vehicle</u>

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 Stathe rate or based on the receipt rathe 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.

<u>Campus Recreation Vehicle</u>

Sports Clubs will be charged $.60 per mile for the use of a campus Recreation Vehicle. A gas card will be provided for use of the trip.

<u>Rental Car/Truck</u>

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; Meeting Space Request; or Sport Club Court/Field Request must be included in the Competition 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 ASI02)

Travel and Purchases that are not pre-approved by the clubs 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-Confirming modifications requests must be approved by the SCEC. Please review SCC meeting schedule for details. It is the sport clubs responsibility for the timeliness of each request.

REQUESTS: TRAVEL, PURCHASE, RESERVATION & E.A.L.C.P.T.

All CSUCI Sports Clubs must submit specific requests through **CI Sync** in order to travel, make purchases, pay vendors, and receive reimbursements. Submitting these forms correctly and on time ensures approval, tracking, and payment processing.

<u>How to Access Forms in CI Sync (General Steps)</u>

1. Log in to **myCI**.
2. Click on **CI Sync** under Applications.
3. Select your **Sports Club organization page**.
4. Use the left-hand menu to select **Events** or **Forms** (depending on the request type).
5. Choose the appropriate request form and complete all required fields.

Incomplete or missing requests may delay or prevent approval, travel, purchases, or payment.

<u>Event Requests</u>

Purpose: Event Requests are required to notify Campus Recreation of any upcoming event, competition, game, meeting, or travel-related activity. This also allows events to be posted on the **Campus Recreation live calendar**.

How to Submit:

- Navigate to your club's **CI Sync page**
- Select **Events → Create Event**
- Complete all event details (date, time, location, description)
- Submit the event for approval

Important Notes:

- Event Requests must be submitted **before travel or competition** occurs.
- Submitting an Event Request does **not** replace Trip or Purchase Requests.

<u>Trip Requests</u>

Purpose: Trip Requests provide Campus Recreation with the full details of your travel, including:

- Destination and location
- Travel dates and times
- Lodging information
- Transportation plans
- Anticipated purchases and reimbursements

How to Submit:

- Go to your club's **CI Sync page**
- Select **Forms → Trip Request Form**
- Complete all required travel and lodging information
- Submit the form for review and approval

Important Notes:

- Trip Requests must be approved **before travel takes place**.
- Failure to submit a Trip Request may result in **denied reimbursements**.

<u>Vendor Requests</u>

Purpose: Vendor Requests allow Campus Recreation and ASI to verify whether a business or vendor:

- Has a **Vendor 204 Form** on file
- Has an assigned **Supplier ID**

This process is required before the University can pay a business or receive goods/services.

How to Submit:

- Access your club's **CI Sync page**

- Select **Forms → Vendor Request Form**
- Enter the business/vendor information
- Submit the request for verification

Important Notes:

- Do **not** pay vendors out-of-pocket unless instructed.
- Vendors cannot be paid without a completed Vendor 204 and Supplier ID.

<u>Reimbursement Requests</u>

Purpose: Reimbursement Requests allow Campus Recreation and ASI to:

- Contact individuals requesting reimbursement
- Verify that the individual has a **Supplier ID** on file

Without a Supplier ID, reimbursements **cannot be issued**.

How to Submit:

- Go to your club's **CI Sync page**
- Select **Forms → Reimbursement Request Form**
- Upload itemized receipts and required documentation
- Submit the form for processing

Important Notes:

- Reimbursements will not be processed without prior approval and required documentation.
- If a Supplier ID is not established, payment will be delayed or denied.

<u>Purchase Requests</u>

Purpose: Purchase Requests allow Campus Recreation and ASI to review and submit purchases on behalf of Sports Clubs. If a Purchase Request is not submitted, **purchases cannot be made**.

How to Submit:

- Navigate to your club's **CI Sync page**
- Select **Forms → Purchase Request Form**
- Include detailed descriptions of items/services requested
- Attach quotes or invoices if available
- Submit the request for approval

Important Notes:

- Purchases must be approved **before** items are ordered.
- Unauthorized purchases may not be reimbursed.

Final Reminders

- Each request serves a **different purpose** and may all be required for a single trip.
- Submitting one request does **not** replace another.
- Late or missing forms may result in:
    - Denied travel approval
    - Delayed or denied reimbursements
    - Inability to pay vendors or make purchases

If you have questions about which forms are required, contact **Campus Recreation staff** before submitting requests.

Proper planning and timely submissions ensure smooth and successful Sports Club travel.

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, treasurer, and advisor of each club. Any modification to a trip must be communicated to the Recreational Sports Assistant through email 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 for 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 accommodation 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 resubmit on an annual basis are the 1) Authorization to Use Privately Owned Vehicle on Stathe Business, and 2) CSUI Volunteer Designation Form.

The Sports Club president is required to collect the enrollment packet paperwork and information necessary to facilitate 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 Member Request to Drive form which includes a list of drivers with their Student ID numbers, telephone numbers and emails through CISync.

Driver Expectations & Responsibilities

These expectations apply to all Sports Club members who drive personal, rented, or university approved vehicles for club-related travel, including practices, competitions, meetings, and events. The goal is to promote safety, responsibility, and compliance with university policies and state laws.

Driver Eligibility

Drivers must:

- Hold a valid U.S. Driver's license appropriate for the vehicle being driven.
- Be at least 18 years of age (21+ if required for rental vehicles).
- Have a clean driving record (no suspended or revoked license).
- Be approved by the Sports Club leadership prior to travel.
- Not be under the influence of alcohol, cannabis, or any illegal or impairing substances.

General Driver Responsibilities

Drivers are expected to:

- Drive in a safe, cautious, and defensive manner at all times.
- Obey all local, state, and federal traffic laws.
- Prioritize the safety of passengers, pedestrians, and other motorists.
- Represent CSUCI and the Sports Club in a professional manner while traveling.
- Follow all instructions provided by Campus Recreation or club leadership.

Rules of the Road

Drivers must:

- Obey posted speed limits and adjust speed for road, traffic, and weather conditions.
- Come to complete stops at stop signs and red lights.
- Yield the right way when required.
- Use turns signals and headlights appropriately.
- Never text, email, or use handheld devices while driving.
- Use hands-free devices only when necessary and safe.
- Wear seatbelts at all times and ensure all passengers are properly restrained.

Passenger Safety

- The number of passengers must not exceed the number of available seatbelts.
- No standing or sitting in cargo areas or riding in unsafe positions.
- Drivers are responsible for ensuring passengers follow safety rules.
- Horseplay, loud distractions, or unsafe behavior in the vehicle is not permitted.

Driving Conduct & Prohibited Behaviors

The following are strictly prohibited:

- Driving under the influence of alcohol, drugs or impairing medications.
- Reckless driving, racing, tailgating, or aggressive behavior.
- Driving while fatigued or drowsy/
- Allowing unauthorized or unapproved drivers to operate the vehicle.

- Transporting alcohol, drugs, or illegal substances for club travel.

Trip Planning & Fatigue Management

- Drivers should be well-rested before departure.
- For long trips, drivers should take regular breaks (every 2-3 hours).
- Clubs are encouraged to rotate drivers on extended trips.
- Travel should stop if road or weather conditions become unsafe.

Accidents, Tickets, & Emergencies

In the event of an accident or incident:

- Stop immediately and ensure everyone's safety.
- Call 911 if there are injuries or significant damage.
- Exchange information with other parties as required by law.
- Notify club leadership and Campus Recreation as soon as possible.
- Drivers are personally responsible for any traffic tickets or violations.

Vehicle Condition & Maintenance

Drivers should:

- Ensure the vehicle is in a safe operating condition before travel.
- Check tires, lights, brakes, mirrors, and fuel levels.
- Not operate a vehicle with known mechanical safety issues.

Accountability & Consequences

- Failure to follow these driver expectations may result in loss of driving privileges for the Sports Club.
- Serious or repeated violations may result in disciplinary action through Campus Recreation or the University.
- Drivers may be held personally liable for damages, citations, or injuries resulting from unsafe or unlawful behavior.

Acknowledgement

- By volunteering or agreeing to drive for a CSUCI Sports Club, drivers acknowledge that they have read, understand, and agree to comply with t these Driver Expectations & Responsibilities.
- Safety is shared responsibility. When in doubt, choose the safest option.

Sports Club President – Travel & Driver Program Responsibilities

Step 1: Set Driver Eligibility Deadlines & Required Submissions

The Sports Club President is responsible for establishing and communicating deadlines for all members seeking to drive on behalf of the club. Drivers must complete the following before being considered for approval:

- Completion of the Driver Enrollment Packet (all required forms)
- Submission of accurate student information for each driver candidate, including:
    - Full name
    - CI Student ID number
    - Phone number

- CI email address

- Completion of the University-required Driver Training, including submission of the Certificate of Course Completion, if applicable

Step 2: Collect and Submit Driver Documentation

The President must collect all completed driver documentation and submit copies to the Recreation Center Front Office in the Sports Clubs In-Box.

Required documents include:

- Risk Management driver-related forms
- CSU Driver Application/Declaration
- Any additional documents required by Campus Recreation or Risk Management

Incomplete packets will delay approval and may result in travel denial.

Step 3: Submit the Member Request to Drive (CI Sync)

Once documentation is verified as complete, the President must submit the Member Request to Drive Form through CI Sync.

The submission must include:

- Student names
- CI ID numbers
- Phone numbers
- Email addresses

Only members listed on this form and approved through CI Sync will be considered eligible drivers.

Step 4: Coordinate Risk Management Review & Driver Clearance

The President must notify the Associate Director of Campus Recreation (ADCR) or Sports Clubs Program Administrator (SCPA) of all driver requests.

This process may include:

- Scheduling a Tow Test, if required, with the appropriate director
- Driver enrollment in the University's online defensive driving course (link and access information provided directly to candidates)
- Enrollment in the DMV Pull Notice Program and review of driving records by Risk Management

Driving record information remains confidential within Risk Management. Candidates deemed ineligible will be notified directly by the University Risk Manager or Recreational Sports staff.

Important Timeline Note:

- First-time drivers may require more than two weeks for approval
- Pre-qualified drivers typically require less than two weeks
- Driver documentation will be stored in the Sports Club's administrative file
- Travel will not be approved if driver credentials are incomplete or expired

Step 5: Ensure Completion of Leadership Role Registrations

The President must ensure the following leadership roles are properly registered:

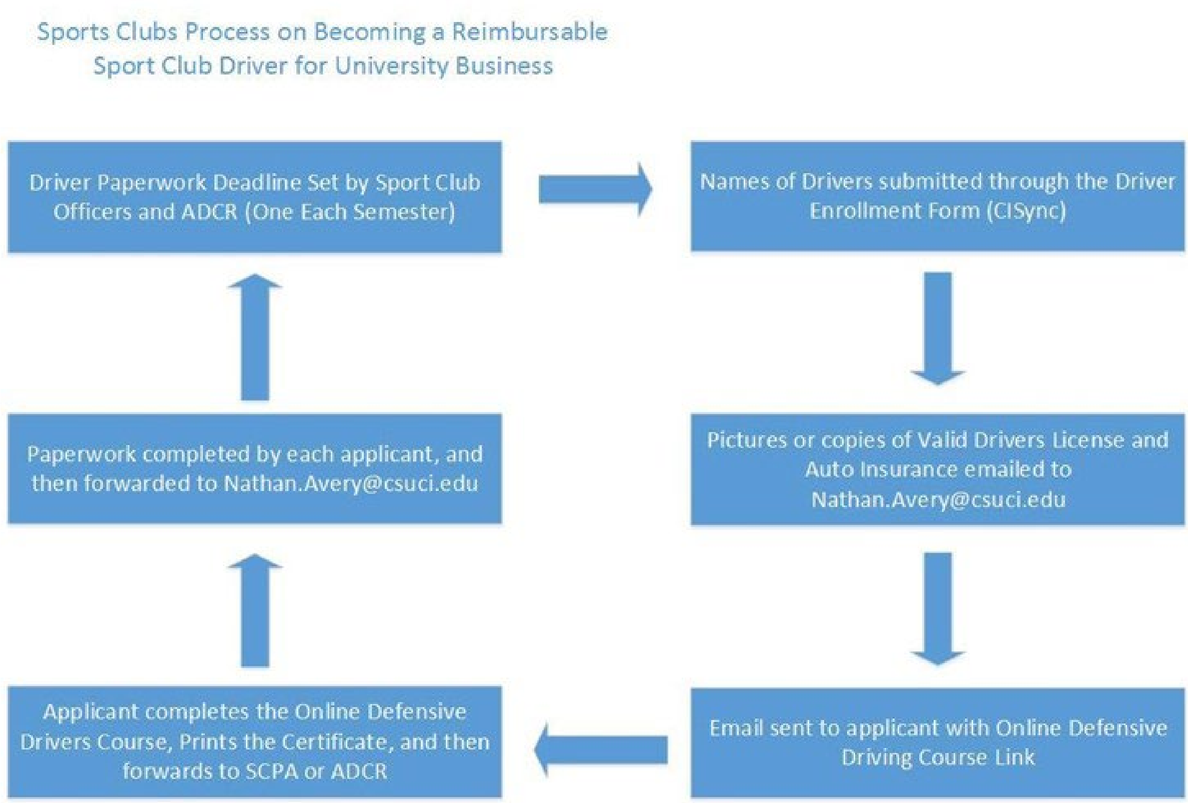
- Trip Leaders must complete Trip Leader Registration with the Sports Clubs Lead
- Safety Officers must complete Safety Officer Registration as required

Travel will not be approved unless all required leadership roles are properly registered and current.

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 CI Vendor process. Please review process information required through the RSA, or SC-Lead.



CSU Driver Application/Declaration (See electronic form on CISync)

<u>New Driver Instructions</u>

- ***Step 1*** Complete request to become a Sports Club Driver
- ***Step 2*** Complete appropriate New Driving Paperwork, and then forward hard copies or via CISync form, or email to the SCPA or ADCR.
- ***Step 3*** Complete Online Defensive Drivers course, and then print competition certificate
- ***Step 4*** Forward certificate via email to the SCPA or ADCR

<u>Renewing Driver Instructions</u>

- ***Step 1*** Complete request to become a Sports Club Driver
- ***Step 2*** Schedule a meeting with the Sports Clubs Lead or RSA.
- ***Step 3*** Complete appropriate Renewal Driving Paperwork, and then forward hard copies or via email to the SCPA or ADCR.

Individual Driver Approval

Sports Clubs that travel to practices, competitions, leagues, or events may require approved drivers. Students who drive on behalf of a Sports Club are strongly encouraged to be designated as University Volunteers. Only individuals who are approved through the University Driver Program and designated as official volunteers may be authorized to drive on University business and may be eligible for travel-related reimbursements.

Designation as a University Volunteer Driver is a serious responsibility. The University will defend and indemnify official volunteers only when they are acting within the scope of their approved duties and meet the standard of care expected by the University.

Eligibility Requirements to Become a University Volunteer Driver
To be approved as a Sports Club driver, a student must meet all of the following requirements:

- Be 18 years of age or older
- Be designated as an official University Volunteer
- Complete the Driver Enrollment Packet
- Complete the University-required Driver Program through CI Risk Management
- Successfully complete the online defensive driving course (when assigned)
- Submit a Certificate of Course Completion, if required
- Successfully complete a Tow Evaluation, if required to tow a trailer

Approval is not automatic and is contingent upon review by Risk Management and Campus Recreation.

Process for Requesting Driver Approval

Step 1: Complete the Driver Enrollment Packet

Students requesting to become drivers must complete all required Driver Enrollment Packet forms. Completed forms must be submitted to the Sports Club President by the deadline established for travel.

Incomplete packets will not be accepted.

Step 2: Packet Review and Submission

The Sports Club President will review submitted packets for completeness and submit copies to the Recreation Center Front Office via the Sports Clubs In-Box.

Only complete packets will move forward in the approval process.

Step 3: Submit Member Request to Drive (CI Sync)

The Sports Club President will submit a Member Request to Drive form through CI Sync, listing only members who have submitted complete documentation.
The form must include:

- Student name
- CI ID number
- Phone number
- CI email address

Students not listed on the CI Sync submission will not be reviewed for approval.

Step 4: Risk Management Review & Driver Program Assignment

Campus Recreation will notify the Associate Director of Campus Recreation (ADCR) or Sports Clubs Program Administrator (SCPA) to initiate the review process.
As part of this step:

- Driver candidates may be enrolled in the University's online defensive driving course
- Candidates will be enrolled in the DMV Pull Notice Program
- Driving records will be reviewed by Risk Management

Driving record information remains confidential within Risk Management. Candidates deemed ineligible will be notified directly.
Timeline Note:

- First-time driver approvals may take more than two weeks
- Previously approved drivers may be processed in less than two weeks

Step 5: Tow Evaluation (If Applicable)

Drivers required to tow trailers must schedule and complete a Tow Evaluation with the appropriate Campus Recreation administrator.

Tow approval must be completed before the driver may tow on University business.

Step 6: Final Approval & Confirmation

Once all requirements are satisfied:

- Campus Recreation will confirm completion of all requirements

- Approved drivers will be notified via email
- Driver documentation will be filed in the Sports Club's administrative records

Only after receiving confirmation may a student drive on behalf of the Sports Club.

Important Reminders

- All driver approvals must be current and valid at the time of travel
- Expired or incomplete documentation will result in travel denial
- Unauthorized driving on Sports Club business is prohibited

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.

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.

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 stathe 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 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-Stathe 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-Recreational 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- Recreational 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 made, 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

MULTIPLE TRIP APPROVAL

All Trip requests must be complete before they are 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 modifications to the trip must be communicated to the Assistant Director of Campus Recreational 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 update travel roster at trip meetings 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

TRAVEL BINDER

The Travel Binder is a required resource for all sport club travel and serves as both a reference guide and official record for the duration of the trip. It is designed to support safe, organized, and compliant travel in alignment with Sport Club program policies and university risk management expectations.

Each club must bring a completed Travel Binder on all approved trips. The binder should be easily accessible at all times and carried by a designated club officer (typically the Safety Officer or Trip Leader).

The Travel Binder includes, but is not limited to:

- Trip itinerary (travel schedule, lodging, and competition details)
- Emergency contact information for all traveling participants
- Accident/Injury Report Forms
- Participant roster and eligibility verification
- Copies of waivers and required travel documentation
- Emergency procedures and risk management protocols
- University and Sport Club policies for travel

The Travel Binder ensures that clubs are prepared to respond effectively in case of emergencies, maintain accurate documentation, and adhere to university guidelines while traveling. It also serves as a record of the trip, allowing clubs to reflect on and document their travel experiences. Failure to bring a complete Travel Binder may result in travel delays, disciplinary action, or loss of future travel privileges.

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- Travel Binder, 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

Trip Report/ Event Activity League Competition Report (EALC)- The Sports Club is responsible to provide the Recreational Sports Assistant with a post trip report on the Monday following the trip/competition. If no report 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

EALC: CISync Form

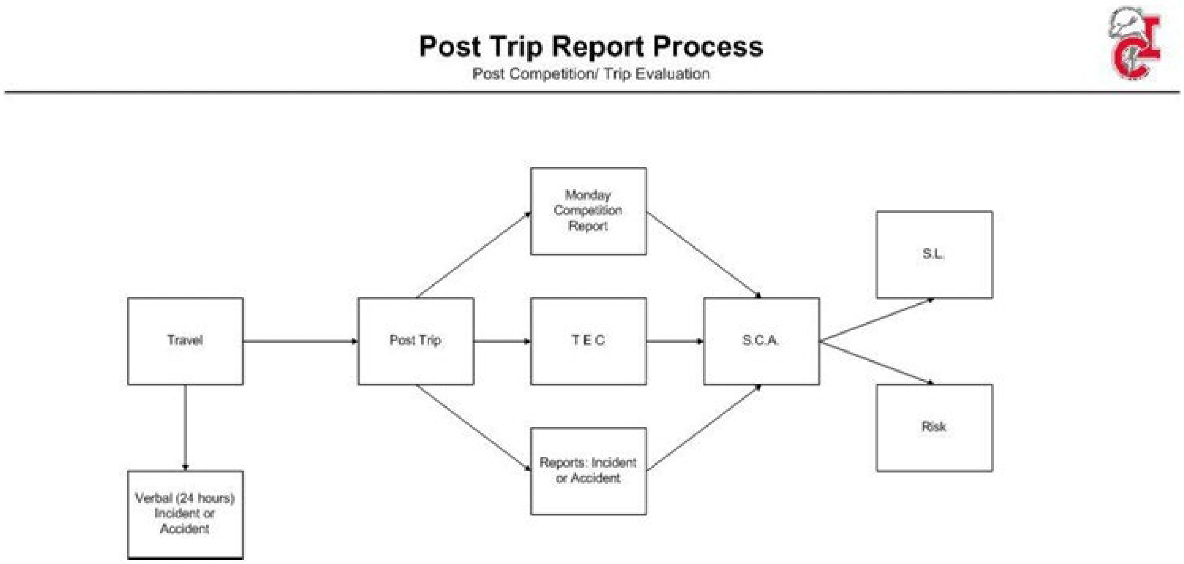
Vehicle Report

Accident Report

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.

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 rathe 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 rates should be used.

LODGING

Qualifications for Reimbursement

Travelers can only be reimbursed for lodging when approved by the Assistant Director of Campus Recreation- Recreational 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.

<u>In-State/Out-of-State Lodging</u>

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 receipt.

Other expenses that may arise 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 expenses, 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 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-Recreational 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 trip 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 stathe 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.

(Reimbursable Expenses)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 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 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 claim 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 economical 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 Stathe of California has contracts with two rental 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 Stathe 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 stathe 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 expenses are 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

Rail travel may be used when it is the most economical and advantageous method of transportation for Channel Islands Sport Club business.

- Rail travel expenses are reimbursable when supported by an itemized receipt. Credit card statements cannot be used in lieu of a receipt.
- Reimbursement for rail travel is limited to the **lowest available coach/economy class fare**. Upgrades, including business or first-class seating, are not reimbursable unless approved in advance for official business purposes.
- Reimbursement for overnight rail travel shall not exceed the cost of the most economical and commonly used method of transportation for the same trip.
- Unused or partially used rail tickets, including sleeping car accommodations, are subject to refund. The traveler is responsible for taking all necessary steps to secure refunds or credits.
- Meal expenses incurred during overnight rail travel will be reimbursed in accordance with CSU meal and incidental expense policy and established reimbursement limits.

All rail travel must comply with applicable CSU and CSU Channel Islands travel policies and procedures.

Airline

Air travel shall be used when it is the most economical and advantageous method of transportation for Channel Islands Sport Club business. Commercial airlines are the preferred carriers. Reservations should be made as far in advance as possible to obtain the lowest available fares.

The State of California has contracted travel agencies that provide negotiated airfare rates. These rates are available when booking through the campus-approved travel agency and should be utilized whenever possible.

When a traveler purchases airfare from a source other than the approved State travel program or uses personal funds (e.g., personal credit card, personal check, or cash), the traveler assumes responsibility for any additional costs, including changes, cancellations, or penalties. CSU Channel Islands is not liable for reimbursement of such expenses.

- Airfare expenses are reimbursable when supported by an itemized receipt and proof of payment. Credit card statements cannot be used in lieu of a receipt.
- Reimbursement is limited to **lowest available coach/economy class airfare**. Any upgrades, including but not limited to business class, first class, or premium seating, are not reimbursable.
- Charges for early boarding, seat selection, or other optional airline services are considered personal expenses and are not reimbursable.
- Fees for checked baggage are reimbursable when necessary for official club business. Receipts are required. Additional or excess baggage fees may be subject to review.

- Airline change fees, cancellation fees, and penalties are not reimbursable unless incurred for official business purposes and approved in advance.
- Reimbursement is not allowed when airfare is obtained using non-monetary means such as frequent flyer miles or other rewards programs.
- Unused or partially used airline tickets are subject to refund. The traveler is responsible for taking all necessary steps to secure refunds or credits.
- Transportation to and from the airport (e.g., shuttle, taxi, rideshare) is a reimbursable expense when properly documented with receipts.

Air travel must comply with all applicable CSU travel policies and procedures.

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. Channel Islands Travel (CIT) 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- Recreational 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 expenses must be documented by a receipt.

<u>Emergency Purchases</u>

- Any emergency purchase of equipment and/or supplies must be explained.

- Reimbursement of any emergency purchase more than $25.00 must be approved by the Assistant Director of Campus Recreation- Recreational 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 expenses 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 TRAVEL BINDER

The following are included in the Trip Kit

1. 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

An EALC 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.

Mail Services

CSUCI's Mail Services team handles both **internal and external mail** for campus departments. They sort and deliver mail across campus daily and ensure outgoing mail is processed with the United States Postal Service (USPS).

Where & How to Send Mail:

- Location: Ironwood Hall (Shipping & Receiving/Mail Services office)
- Internal Mail: Addressed clearly with the *department name* and *recipient's name* to speed delivery.
- Outgoing Mail: Must be at Mail Services by **2:30 p.m.** with the *department account code* written on envelopes or bundles for processing.
- Delivery Times: Mail is delivered to departments **daily between 11:00 a.m. and 2:30 p.m.**.
- USPS Pickup: Daily pickup and sorting from USPS in the mornings.
- Contact: shippingandreceiving@csuci.edu | **Phone:** 805-437-3185

Special Note: If you're sending large outgoing mail volumes or need assistance with rates, contact Mail Services in advance.

Shipping & Receiving

Shipping & Receiving manages **all incoming and outgoing packages** for the campus using a tracking system to ensure deliveries reach the right recipients.

Key Services:

- Incoming Packages**:** All packages are processed through the SC Logic tracking system to monitor delivery status and signature confirmation.
- Dock-to-Desk Delivery**:** Team strives to deliver received packages the *same day* whenever possible.
- Signatures**:** Recipients or departmental coordinators must sign for deliveries.
- Outbound Shipments**:** Help available for shipping items via common carriers (UPS, FedEx, etc.).
- Special Deliveries**:** If an Amazon package requires a One-Time Password (OTP) for delivery, contact Shipping & Receiving ahead of time to avoid delay.
- Hours**:** Monday–Friday, **7:00 a.m. to 4:00 p.m.** (closed 12:00–1:00 p.m. for lunch).

Where to Send Packages for CSUCI:
All deliveries should be sent to the campus Shipping & Receiving address so they can be processed and delivered internally:

Shipping & Receiving / Mail Services
Ironwood Hall
1 University Drive
Camarillo, CA 93012

Property Services

The Property team oversees the **management and tracking of university assets** — everything from equipment and furniture to donated items.

What Property Handles:

- Inventory & Tracking**:** Maintains records of CSUCI property, including capital and non-capital equipment.
- Asset Control**:** Ensures items are tracked correctly across departments and helps manage transfers within campus.
- Surplus Property**:** Items no longer needed by one department are stored and may be available for reuse — departments can view available surplus with a myCI login (appointments required to visit).
- Forms & Transfers**:** Includes Property Survey and Transfer forms for internal moves or asset disposition.
- Lost/Stolen Reports**:** Property Incident forms help report missing or stolen University assets.

Contact for Property Services:

Email | property@csuci.edu
Phone | 805-437-8551

Summary		
Service	**What It Does**	**Where to Send**
Mail Services	Handles campus mail delivery and outgoing postal mail.	Ironwood Hall; address mail clearly with department info.
Shipping & Receiving	Processes incoming/outgoing packages and tracking.	Ironwood Hall package reception area.
Property	Manages, tracks, reallocates, and disposes of campus assets.	Contact via email or phone; appointments needed for surplus.

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 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 maximum number of practices and contests that can be held.
- Determine the time of day to schedule practices and contests.
- Compute 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 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 stathe 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 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 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 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 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 located on campus. These vendors include **Islands Café and the restaurants located in the Town Center**. For questions about approved options or exceptions, please contact the Sports Clubs Lead.

DOCUMENTS & FORMS

Travel

1. **Air Travel Notification Waiver**

Used to notify the University of planned air travel for a university-related activity and to acknowledge associated risks. Required before booking or air travel.

2. **Authorization to Use Privately Owned Vehicles**

Required when an individual plans to drive their personal vehicle for university or Sports Club travel. Confirms approval and insurance acknowledgment.

3. **Foreign Travel Coverage Request**

Used to request insurance coverage and approval for international travel connected to university activities

4. **Release Liability Waiver Assumption Agreement**

Acknowledges risks associated with participating in activities or travel and releases the University from liability. Often required for off-campus or higher-risk activities.

5. **Reporting of Automobile Accidents Form**

Used to report any automobile accident that occurs during university-related travel, regardless of fault or severity.

Financial

6. **CI-AP Business Expense Claim Form**

Used to request reimbursement for approved business-related expenses that are not travel-related.

7. **CI-AP Lost Missing Receipt**

Used when an original receipt is unavailable. Explains the expense and supports reimbursement processing.

8. **CI-AP Travel Expense Claim Form**

Used to request reimbursement for approved travel expenses such as lodging, transportation, and meals

Risk Management

9. **CI- Risk Student Domestic Travel**

Provides risk management documentation and approval for student travel within the United States.

10. **CI Risk Student International Travel**

Used for international student travel to assess risk, provide coverage, and document travel details.

11. **Medical Disclosure and Assumption of Risk**

Allows participants to disclose relevant medical conditions and acknowledge risks related to participation.

12. **Student Visitor Vendor Accident Report Form**

Used to document injuries or accidents involving students, visitors, or vendors during university-related activities.

13. **Supervisor’s Injury or Illness Report**

Completed by a supervisor to report a work-related injury or illness involving an employee or volunteer.

Volunteer Documents

14. **Coaching Agreement**

Defines the role, expectations, and responsibilities of a coach working with a Sports Club.

15. **[Volunteer Designation Form (Coordinator sends to individual)]**

Used to officially designate an individual as a university volunteer. Typically sent to the volunteer by the coordinator.

16. **Volunteer Coach Paperwork List**

Outlines all required documents and steps needed for a volunteer coach to be approved and cleared to participate.

SPORTS CLUB PACKETS OF FORMS

1) Sports Club Officer Packet

Required for all student officers at the start of each year/term.

- CISync Sports Club Registration Form (officer & club details)
- Ratified Constitution & Bylaws
- President Agreement Form (specific officer agreement)
- Officer Orientation Quiz/Acknowledgment (handbook requirement)
- Advisor Agreement Form (often included with officer packet)
- Officer Contact/Roster Form (officer contact info)

These ensure officers are registered properly and aligned with the university's guidelines, constitution, and orientation requirements.

2) Sports Club Member Packet

Required for every student member before participation.

- Sports Club Participation Application (online via CISync)
- Sports Club Release of Liability & Health Declaration Form
- Concussion Acknowledgment/Pledge (often part of liability)
- Proof of Sports Club Insurance Fee payment ($45 mandatory)

Members are not considered official until all these are completed and insurance is paid.

3) Sports Club Driver Packet

Required for anyone planning to drive for club travel or university business.

- CSU Driver Application / Declaration (university driver form)
- Proof of Valid Driver's License (copy)
- Defensive Driver Training Certification (online defensive driver)
- Authorization to Use Privately Owned Vehicle on State Business (STD 261)
- DMV EPM Enrollment Form (optional/if needed)

Contact Campus Recreation to start the driver paperwork process.

4) Campus Recreation Student Assistant Packet

Required for students employed in Campus Recreation roles.

(The exact student assistant onboarding forms are usually HR requirements — but based on what Campus Rec posts:)

- Student Assistant Employment Agreement (HR form)
- W-4 / Tax Forms
- I-9 Employment Eligibility Verification
- Direct Deposit Authorization
- Student Assistant Driver Packet (if applicable)

Note: Campus Recreation may ask student assistants to complete certain training (e.g., safety, customer service, equipment check-out). Not all are sports club-specific but are required for employment.

5) Sports Club Volunteer Coach Packet

For volunteers helping coach club activities.
NOTE: Based on the Volunteer Coach checklist from CSUCI forms.

- Volunteer Coach Designation Form
- CSU Volunteer Identification Form
- Volunteer Coach Agreement & Roles & Responsibilities
- Volunteer Coach Background Consent / Live Scan (if required)
- Authorization for Release of Driving Record (if driving)

May also include CPR/First Aid certifications and training as required.

6) Sports Club Advisor Packet

For faculty/staff serving as official club advisors.

- Advisor Agreement Form (required in club registration)
- Risk Management Acknowledgment (Advisor risk/training form)
- Title IX/Mandatory Reporting Training Certification
- Orientation Completion (Advisor Orientation Quiz)
- Contact & Confirmation Form (advisor contact info)

Advisors must complete orientation and acknowledgement to be recognized officially.

GUIDEBOOKS

Registration

Sports Club Registration Steps

University (Campus) Registration Requirements
All Sports Club members must complete the following steps **before participating in any practices, travel, or competition**:

Step 1: Complete Online Club Registration

- Register through the campus recreation/sport club portal.
- Submit emergency contact information.

Step 2: Sign Required Waivers & Agreements

- Assumption of Risk & Liability Waiver
- Code of Conduct Agreement
- Medical Information & Emergency Authorization Form
- Concussion/Safety Acknowledgement (if applicable)

Step 3: Submit Driver Paperwork (If Applicable)

- Complete the University Driver Registration Packet (if planning to drive for club travel).
- Complete required defensive driver training.
- Await university approval before operating any university vehicle.

Step 4: Pay Club Dues

- Submit annual or semester dues as determined by the club.
- Dues must be paid before competition eligibility is granted.

Step 5: Maintain Academic Eligibility

- Must meet minimum GPA requirements established by Campus Recreation (example: 2.0 GPA).
- Must be currently enrolled as a student (full-time status if required).

Step 6: Attend Mandatory Meetings

- Risk Management & Safety Meeting
- Travel Procedures Orientation
- Pre-season Club Meeting

Conference / League Registration Requirements

Clubs must also complete their governing conference requirements before competing.

Step 1: Individual Athlete Registration

- Create an account with the conference governing body (ex: USCSA, NIRSA, etc.).
- Pay individual athlete registration fee.
- Submit any required eligibility forms.

Step 2: Submit Required Documentation

- Proof of student enrollment
- GPA verification (if required)
- Medical clearance (if required by conference)

Step 3: Team Registration

- Club officers complete team registration with conference.
- Submit team roster.
- Pay team registration fees.
- Pay institutional membership fee (if applicable).

Step 4: Meet Conference Eligibility Standards

- Follow conference rules for roster limits, divisions, and competition structure.
- Ensure all athletes are cleared before competing.

Member Management

To ensure accurate tracking, eligibility compliance, risk management oversight, and clear communication for all Sports Club members.

1. Member Eligibility Verification

Before a student is considered an active member, the following must be confirmed:

- Currently enrolled student (full-time if required by club/conference)
- Meets minimum GPA requirement (ex: 2.0 cumulative)
- Completed all university registration steps

- Signed all required waivers
- Paid club dues
- Registered with governing conference (if competing)

Only members who complete all steps may participate in practices, travel, or competition.

2. Roster Management

Official Roster

- Maintained by the Club President and/or Secretary.
- Must match the campus recreation portal roster.
- Must match conference roster (if applicable).
- Updated immediately when members join or leave.

Roster Deadlines

- Final competitive roster submitted prior to first competition.
- Changes after deadline must be approved by Campus Recreation and conference (if applicable).

3. Attendance Tracking

Each club must:

- Track practice attendance.
- Track competition participation.
- Monitor member engagement and conduct.

Clubs may establish internal attendance standards (ex: required practices before competition eligibility).

4. Member Conduct & Accountability

All members must:

- Follow University Code of Conduct.
- Follow Sports Club Handbook policies.
- Represent the university appropriately during travel and competition.
- Comply with safety protocols and risk management procedures.

Violations may result in:

- Suspension from competition
- Removal from travel roster
- Loss of membership
- Referral to Student Conduct

5. Financial Accountability

Clubs must:

- Track member dues payments.
- Maintain transparent financial records.
- Clearly communicate refund policies (if applicable).
- Ensure travel reimbursements follow university policy.

Members are responsible for meeting financial deadlines to maintain eligibility.

6. Communication Standards

Clubs must:

- Maintain an updated member contact list.
- Use official communication platforms (email, Teams, etc.).
- Communicate schedule changes promptly.
- Ensure members check university email regularly.

7. Risk Management Compliance

Before participating in any travel or competition, members must:

- Complete required travel paperwork.
- Be listed on the approved travel roster.
- Complete driver approval (if applicable).
- Attend safety briefings.

No member may travel or compete without full approval.

8. Officer Responsibilities in Member Management

Club Officers are responsible for:

- Ensuring all members meet eligibility standards.
- Submitting updated rosters to Campus Recreation.
- Monitoring GPA compliance (if required).
- Enforcing club and university policies.
- Communicating concerns early to Campus Recreation staff.

9. Member Removal Process

Members may be removed for:

- Academic ineligibility
- Non-payment of dues
- Conduct violations
- Failure to meet attendance standards

Removal decisions must be documented and reported to Campus Recreation.

Fiscal Management

1. Budget Development Annual Budget Submission

Each Sports Club must:

- Develop and submit an annual budget at the beginning of the academic year.
- Include projected income (dues, fundraising, allocations).
- Include projected expenses (league fees, travel, equipment, uniforms, officials, lodging, etc.).
- Meet with Campus Recreation for budget approval.

No expenditures may occur without prior approval.

2. Funding Sources

Sports Clubs may receive funding from:

- University allocations
- Member dues
- Fundraising efforts
- Sponsorships (if approved)

- Donations (processed through proper university channels)

All funds must be deposited and managed according to university financial procedures.

3. Member Dues

Clubs must:

- Clearly communicate dues amounts and deadlines.
- Provide written documentation of dues structure.
- Track member payments accurately.
- Follow approved refund policies.

Failure to pay dues may result in loss of eligibility for participation or travel.

4. Expenditure Approval Process

Before making purchases, clubs must:

1. Submit a Purchase Request Form.
2. Obtain approval from Campus Recreation.
3. Follow university purchasing procedures.

Clubs may not:

- Use personal funds without prior approval.
- Sign contracts.
- Enter into agreements with vendors.
- Make unauthorized purchases.

Unauthorized purchases may not be reimbursed.

5. Travel Expenses

All travel-related expenses must:

- Be included in the approved club budget.
- Have an approved travel itinerary on file.
- Follow university reimbursement guidelines.

Eligible travel expenses may include:

- Transportation (fuel, rental, flights)
- Lodging
- Tournament or competition fees
- Officials' fees
- Registration fees

Reimbursements require:

- Original itemized receipts
- Submission within required timeframe
- Proper documentation

6. Reimbursement Procedures

To request reimbursement:

1. Submit completed reimbursement form.
2. Attach original itemized receipts.
3. Provide proof of approved purchase.
4. Submit within university deadline.

Reimbursements are not guaranteed for:

- Late submissions
- Incomplete documentation
- Unauthorized expenses

7. Contracts & Agreements

Sports Clubs may not:

- Independently sign contracts.
- Commit university funds.
- Enter agreements with outside vendors.

All contracts must be reviewed and signed by authorized university officials.

8. Fundraising Oversight

All fundraising efforts must:

- Be approved by Campus Recreation in advance.
- Comply with university policies.
- Use approved marketing materials.
- Deposit funds properly and promptly.

Clubs must track fundraising income and report totals when requested.

9. Financial Reporting & Transparency

Clubs must:

- Maintain accurate financial records.
- Provide financial updates at executive board meetings.
- Submit mid-year and/or end-of-year financial reports.
- Meet with Campus Recreation for fiscal reviews if requested.

Treasurers are responsible for maintaining organized records.

10. Officer Responsibilities

The Treasurer must:

- Monitor all income and expenses.
- Maintain updated budget tracking.
- Ensure compliance with policies.
- Communicate financial status to officers and members.
- Work closely with Campus Recreation staff.

The President shares responsibility for overall fiscal oversight.

Purchases & Reimbursements

1. Pre-Approval Requirement

All purchases must be approved **before** any money is spent.
Clubs may not:

- Make purchases without prior approval.
- Use personal funds without authorization.
- Sign contracts or agreements.
- Commit university funds independently.

Unauthorized purchases may not be reimbursed.

2. Purchase Request Process

Before making a purchase, clubs must:

1. Submit a Purchase Request Form (On CISync).
2. Provide:
    - Item description
    - Vendor information

    - Total cost estimate
    - Budget line being used
    - Purpose of purchase
3. Wait for written approval from Campus Recreation.

No purchase may proceed until approval is granted.

3. Approved Purchasing Methods

Depending on university policy, purchases may be made through:

- University procurement process
- Approved purchase orders
- University P-Card (if applicable)
- Reimbursement method (only if pre-approved)

Clubs must follow the method directed by Campus Recreation.

4. Equipment & Inventory Purchases

For equipment purchases:

- Items must align with approved budget.
- Equipment becomes university property.
- Items must be logged into club inventory.
- Clubs are responsible for proper storage and care.

Reimbursement Procedures

1. Reimbursement Eligibility

Reimbursements are only permitted if:

- The purchase was pre-approved.
- The expense aligns with the approved budget.
- Proper documentation is submitted.
- University timelines are followed.

Reimbursements are not guaranteed for:

- Unauthorized purchases
- Missing documentation
- Late submissions

2. Required Documentation

To request reimbursement, the following must be submitted:

- Completed Reimbursement Form
- Original itemized receipt (no screenshots of bank statements)
- Proof of payment (if required)
- Copy of purchase approval

Receipts must clearly show:

- Vendor name
- Date of purchase
- Items purchased
- Amount paid

3. Travel Reimbursements

For travel-related reimbursements, additional documentation may include:

- Approved travel itinerary

- Approved travel roster
- Lodging confirmation
- Competition registration confirmation

Fuel reimbursements must comply with university mileage or fuel policies.

4. Submission Timeline

Reimbursement requests must be submitted within the university's required timeframe (example: within 30 days of purchase).
Late submissions may be denied.

5. Processing Timeline

Once submitted:

- Campus Recreation will review documentation.
- Requests are forwarded to the appropriate university department.
- Processing times may vary depending on university procedures.

Clubs should not promise immediate reimbursement to members.

Prohibited Actions

Sports Clubs may not:

- Use personal Venmo/Zelle/CashApp accounts for official club transactions.
- Open external bank accounts.
- Collect and hold large sums of cash.
- Sign contracts without university authorization.

All financial activity must flow through approved university processes.

Officer Responsibility

The Treasurer and President are responsible for:

- Ensuring purchases are pre-approved.
- Educating members on reimbursement rules.
- Maintaining financial documentation.
- Preventing unauthorized spending.

Failure to follow purchase procedures may result in:

- Denial of reimbursement
- Loss of funding privileges
- Club probation

Equipment Management

Equipment Ownership

1. University Property

All equipment purchased with:

- University allocated funds
- Club dues
- Fundraising revenue
- Donations

Is considered **university property**, not personal property of any member or officer.
Equipment remains with the club from year to year.

2. Inventory Records

Each club must:

- Maintain an updated equipment inventory list.
- Include:
  - Item description
  - Quantity
  - Purchase date
  - Condition
  - Storage location

Inventory must be reviewed and updated at least once per semester.
Campus Recreation may request inventory reports at any time.

3. Equipment Check-Out Procedures

If equipment is issued to members:

- Correspond with our Sports Club Lead to check-out equipment.
- A check-out log must be maintained.
- Log must include:
  - Member name
  - Item issued
  - Date issued
  - Expected return date
  - Condition at issue

Members are financially responsible for lost or damaged equipment issued to them.

4. Storage Requirements

Clubs must:

- Store equipment in approved university spaces.
- Keep storage areas clean and organized.
- Ensure equipment is secured after each use.

Access to storage should be limited to authorized officers.

5. Key & Access Control

- Keys or access codes may not be duplicated or shared.
- Access must follow university policy.
- Lost keys or unauthorized access must be reported immediately.

Maintenance & Safety

6. Equipment Safety

Clubs must:

- Inspect equipment regularly for damage.
- Remove unsafe equipment from use immediately.
- Report safety concerns to Campus Recreation.

Damaged or broken equipment should not be used in practices or competition.

7. Maintenance Responsibilities

Clubs are responsible for:

- Cleaning equipment after use.

- Performing routine maintenance.
- Notifying Campus Recreation when repairs or replacements are needed.

Replacement requests must follow purchase approval procedures.

Uniforms

8. Uniform Issuance

If uniforms are issued:

- A uniform agreement must be signed.
- Uniforms must be returned at the end of the season.
- Members may be charged for lost or unreturned uniforms.

Uniforms are university property and may not be kept by graduating members unless approved.

Lost, Damaged, or Stolen Equipment

9. Reporting

Any lost, stolen, or significantly damaged equipment must be reported to Campus Recreation immediately.

A written incident report may be required.

10. Financial Responsibility

Members may be held financially responsible for:

- Lost equipment
- Negligent damage
- Failure to return issued items

Failure to resolve equipment issues may result in:

- Holds on membership
- Ineligibility for travel
- Referral to Student Conduct

TRANSITION BETWEEN OFFICERS

At the end of each academic year:

- Outgoing officers must review inventory with incoming officers.
- Storage areas must be inspected.
- Equipment records must be transferred.
- A transition meeting with Campus Recreation may be required.

No officer transition is complete without inventory verification.

Travel

Volunteer Coaches

DEFINITION

A Volunteer Coach is an individual who provides instruction, training, or leadership support to a Sports Club without financial compensation from the university.

Volunteer Coaches are not employees of the university.

ELIGIBILITY REQUIREMENTS

Before participating in any club activity, Volunteer Coaches must:

- Be approved by Campus Recreation.
- Complete all required Risk Management documentation.
- Pass required background screening (if applicable).
- Meet conduct and behavioral standards.
- Not begin coaching duties until fully cleared.

Volunteer Coaches may not work with the club until written approval is granted.

REQUIRED DOCUMENTATION

The following documents must be completed and approved prior to any involvement:

Required Documents:

1. Volunteer Coach Application Form
2. Volunteer Services Agreement
3. Assumption of Risk & Liability Waiver
4. Code of Conduct Agreement
5. Background Check Authorization Form

Additional documents that may be required depending on university policy:

- Live Scan / Fingerprinting Clearance
- Title IX Training Certification
- Youth Protection Training (if working with minors)
- Driver Authorization (if driving for club travel)
- Concussion & Safety Acknowledgement

All documents must be submitted to Campus Recreation and/or Risk Management. Incomplete packets will delay approval.

ROLES & RESPONSIBILITIES

Volunteer Coaches are expected to:

- Provide instruction consistent with university values.
- Promote a safe and inclusive environment.
- Follow all Sports Club and university policies.
- Work collaboratively with student officers.
- Prioritize student development and safety.
- Follow all travel and risk management procedures.

Volunteer Coaches may not:

- Represent themselves as university employees.
- Sign contracts.
- Commit university funds.
- Transport students unless approved as authorized drivers.
- Override university safety policies.

SUPERVISION

Volunteer Coaches operate under:

- The direction of the Club President.
- Oversight of Campus Recreation staff.
- The authority of university policies.

Campus Recreation reserves the right to:

- Suspend or remove a Volunteer Coach.

- Deny approval.
- Require additional training.

TRAVEL & COMPETITION
If a Volunteer Coach is traveling with the team:
- They must be listed on the approved travel roster.
- All travel paperwork must be completed.
- Driver approval must be obtained if transporting students.
- All conference rules must be followed.

No coach may travel without prior approval.

TERMINATION OF VOLUNTEER STATUS
Volunteer status may be terminated for:
- Policy violations
- Conduct issues
- Failure to complete required documentation
- Safety concerns
- University discretion

Termination decisions will be made in consultation with Campus Recreation and Risk Management.

Advisors

ROLE OF THE ADVISOR
Each Sports Club must have a designated Advisor who:
- Is a current university faculty or staff member.
- Serves as a mentor and resource to club officers.
- Provides guidance on university policies and procedures.
- Supports risk management and responsible decision-making.
- Encourages leadership development.

The Advisor is not responsible for the daily operations of the club.

ELIGIBILITY
To serve as a Sports Club Advisor, the individual must:
- Be employed by the university (faculty or staff).
- Be in good standing with the institution.
- Receive approval from Campus Recreation.
- Complete required documentation.

REQUIRED DOCUMENTATION
Advisors must complete the following prior to serving:
1. Advisor Agreement Form
2. Code of Conduct Acknowledgment
3. Conflict of Interest Disclosure (if applicable)
4. Risk Management Acknowledgment Form
5. Title IX / Mandatory Reporter Training Certification

Additional documentation may be required by Risk Management or Human Resources.

RESPONSIBILITIES
Advisors are expected to:
- Meet regularly with club officers.
- Review club goals, budgets, and major initiatives.
- Monitor compliance with university policies.

- Provide guidance during conflict resolution.
- Assist in leadership transitions.
- Support safe travel and event planning oversight.

Advisors should be copied on major communications regarding:
- Travel
- Competition
- Budget concerns
- Conduct issues

LIMITATIONS OF AUTHORITY

Advisors may not:
- Sign contracts on behalf of the university.
- Commit university funds.
- Override Campus Recreation policies.
- Serve as the sole decision-maker for the club.

Student officers retain operational responsibility.

TRAVEL & EVENTS

Advisors are encouraged (but not required unless specified) to:
- Attend competitions when feasible.
- Review travel itineraries.
- Support major event planning discussions.

If attending travel, Advisors must follow university travel policies.

REMOVAL OR RESIGNATION

An Advisor may be removed or replaced if:
- They are no longer employed by the university.
- They fail to fulfill responsibilities.
- There are compliance or conduct concerns.
- They voluntarily resign.

Clubs must notify Campus Recreation immediately if an Advisor steps down.

Sports Club Technology

OFFICIAL CLUB ACCOUNTS

1. Approved Platforms

Sports Clubs may utilize:
- University email accounts
- Campus Recreation portal
- Approved communication platforms (e.g., Teams, GroupMe, etc.)
- Social media accounts (Instagram, X, Facebook, etc.)

All accounts must be registered and approved by Campus Recreation.

2. Account Ownership

All club-related technology accounts are the property of the university.
This includes:
- Social media accounts
- Email accounts
- Shared drives
- Scheduling platforms
- Registration platforms

Accounts belong to the club, not individual members.
No member may claim ownership of club digital assets.

ACCESS MANAGEMENT

3. Account Access Control

- Only designated officers may have administrative access.
- Passwords must be stored securely.
- Shared login information must be transferred during officer transitions.
- Access must be removed immediately for outgoing officers.

Campus Recreation may request account access at any time.

4. Officer Transition Protocol

During leadership transition:

- All passwords must be updated.
- Access must be formally transferred.
- A technology checklist must be completed.
- Campus Recreation must be notified of updated contacts.

No transition is complete without digital access verification.

COMMUNICATION STANDARDS

5. Official Communication

All official communication must:

- Use professional language.
- Represent the university appropriately.
- Avoid discriminatory, harassing, or inappropriate content.
- Comply with university conduct policies.

University email must be used for official business.

6. Social Media Guidelines

Clubs must:

- Follow university branding guidelines.
- Avoid posting content involving alcohol, drugs, or misconduct.
- Avoid posting confidential student information.
- Avoid unauthorized sponsorship or endorsement.

All content should reflect positively on the university and club.
Campus Recreation reserves the right to require removal of inappropriate content.

DATA & PRIVACY

7. Member Information Protection

Clubs must:

- Protect member personal information.
- Not publicly share phone numbers, student IDs, or addresses.
- Store rosters securely.
- Limit access to sensitive documents.

Confidential information must not be stored on personal devices without protection.

8. Photo & Media Usage

Clubs must:

- Obtain proper consent before using member photos (if required).
- Follow university media release policies.
- Avoid tagging individuals without permission.

PURCHASING TECHNOLOGY
Any purchase of:
- Software subscriptions
- Online platforms
- Streaming services
- Web domains

Must follow university purchase approval procedures.
Clubs may not independently subscribe to paid services without approval.

VIOLATIONS
Improper use of technology may result in:
- Loss of account access
- Club probation
- Referral to Student Conduct
- Removal of officer privileges

CAMPUS RECREATION OVERSIGHT
Campus Recreation may:
- Monitor public-facing accounts.
- Require login access for oversight.
- Direct removal of content.
- Suspend club technology privileges if policy violations occur.

Marketing & Advertising

MARKETING GUIDELINES

1. Purpose of Marketing
Sports Club marketing should:
- Promote recruitment and engagement.
- Advertise events, tryouts, and competitions.
- Represent the club and university professionally.
- Support student involvement and campus visibility.

All marketing must align with university policies and branding standards.

2. Marketing Approval Process
Before distributing promotional materials, clubs must:
- Submit flyers, graphics, and digital materials for approval (if required by Campus Recreation).
- Ensure correct university logos and branding are used.
- Confirm event space reservations before advertising.

No event may be marketed before official approval.

3. Branding & Representation
Clubs must:
- Follow university brand guidelines.
- Use approved logos and colors.
- Avoid altering official university marks.
- Clearly identify themselves as a "Sports Club" and not NCAA or varsity athletics.

Clubs may not imply official university endorsement beyond their club status.

4. Social Media & Digital Promotion

All social media content must:

- Reflect positively on the university.
- Avoid inappropriate language, imagery, or conduct.
- Not promote alcohol, drugs, or unsafe behavior.
- Avoid unauthorized sponsorship promotion.

Campus Recreation may require removal of content that violates policy.

5. Sponsorship & Partnerships

Before promoting sponsors:

- Sponsorship agreements must be approved.
- Use of sponsor logos must comply with university policy.
- Clubs may not independently enter binding agreements.

All sponsorship revenue must follow university financial procedures.

ADVISOR INVOLVEMENT

6. Advisor Role in Marketing

Advisors serve as:

- A resource for reviewing major marketing campaigns.
- A support for ensuring messaging aligns with university values.
- A guide for navigating sensitive topics or high-visibility events.

Advisors are not responsible for creating marketing materials but may provide feedback.

7. Advisor Consultation

Clubs should consult Advisors when:

- Hosting large-scale events.
- Partnering with outside organizations.
- Launching fundraising campaigns.
- Addressing public relations concerns.
- Managing controversial or sensitive matters.

Advisors provide guidance, not operational control.

EVENT PROMOTION

8. Event Marketing Requirements

Before promoting events, clubs must:

- Reserve space through proper university channels.
- Confirm risk management approval (if required).
- Submit event details to Campus Recreation.
- Ensure travel or competition approval is finalized (if applicable).

Promotion must include:

- Accurate date, time, and location.
- Accessibility information (if required).
- Contact information.

RECRUITMENT

9. Recruitment Standards

Clubs must:

- Market inclusively.
- Follow university non-discrimination policies.
- Avoid misleading promises regarding competition level or funding.

- Clearly state eligibility requirements (if applicable).

Recruitment messaging must be transparent and accurate.

POLICY VIOLATIONS

Failure to follow marketing procedures may result in:

- Removal of promotional materials.
- Suspension of event approval.
- Loss of marketing privileges.
- Club probation.

Repeated violations may result in additional disciplinary action.

CAMPUS RECREATION OVERSIGHT

Campus Recreation reserves the right to:

- Review and approve marketing materials.
- Require edits or removal of content.
- Monitor public-facing communications.
- Provide training on marketing standards.

Orientations

Manuals

Diagrams

Checklists

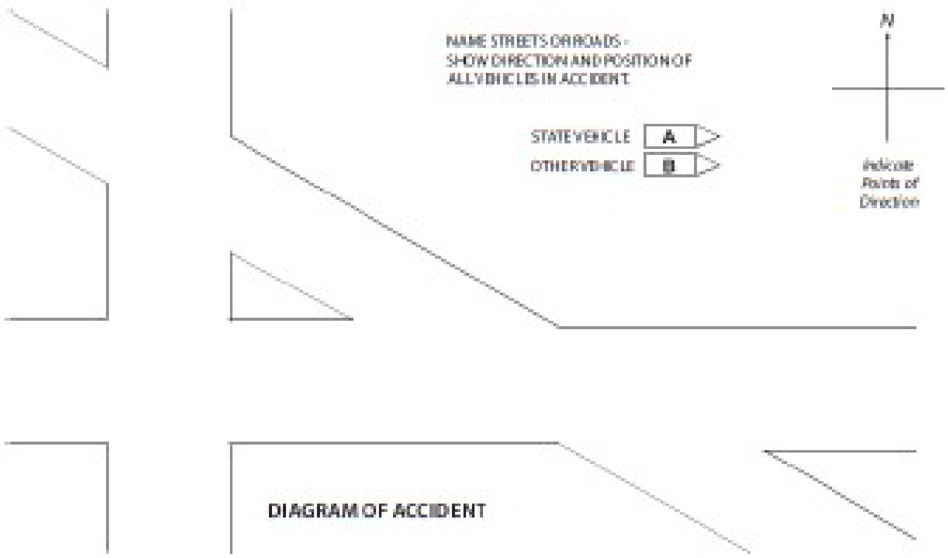
REPORTING OF AUTOMOBILE ACCIDENTS

The Office of Risk and Insurance Management (ORIM) administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP). The program provides liability coverage for the state, and employees or agents of the state when operating a vehicle on official state business.

All vehicle accident reports (STD 270 and STD 274) must be received by the ORIM within 2 business days after the accident. The STD 270 must be completed by the driver and reviewed and approved by their supervisor. The vehicle accident reports, along with any additional information related to the accident should be emailed to ORIM at claims@dgs.ca.gov

DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT:

- Investigating Traffic Officer
- Authorized Representatives for the State
- Supervisor
- Office of Risk and Insurance Management Claims Analysts



ACCIDENT DETAILS

Time AM/PM | Date | City | County

Accident location (Address, intersection, etc.) | Road Conditions /Weather Conditions

INVESTIGATED BY: ☐Police Dept. ☐Sheriff ☐CHP ☐Other

Name of Investigating Agency | Address | Report Number

OCCUPANTS OF OTHER VEHICLE

Name | Address | Phone Number

Name | Address | Phone Number

Name | Address | Phone Number

OCCUPANTS OF STATE VEHICLE

Name | Address | Phone Number

Name | Address | Phone Number

STATE OF CALIFORNIA – DGS OFFICE OF RISK AND INSURANCE MANAGEMENT

ACCIDENT IDENTIFICATION STD 269 (Rev. 07/2024)

IMPORTANT

Complete the entries below, detach this card and give it to the other driver who may need the information for the financial responsibility form.

State Driver Full Name	Work Phone Number	Driver's License Number

Department Employed By

Date of Accident

Accident Location

State Vehicle: Year	Make	Model	License Plate Number

Inquiries regarding the accident may be addressed to:

Department of General Services
Office of Risk and Insurance Management
707 Third Street, Third Floor – Suite 3-414
West Sacramento, CA 95605 (916) 376-5300
Email: claims@dgs.ca.gov

STATE OF CALIFORNIA
REPORTING OF AUTOMOBILE ACCIDENTS
STD 269 (REV. 07/2024)

DEPARTMENT OF GENERAL SERVICES
OFFICE OF RISK AND INSURANCE MANAGEMENT

Reporting of Claims

All vehicle accident reports (STD 270 and STD 274) must be received by ORIM within 2 business days after the accident. The STD 270 must be completed by the driver and reviewed and approved by their supervisor. The vehicle accident reports, along with any additional information related to the accident should be emailed to ORIM at claims@dgs.ca.gov.

Office of Risk and Insurance Management

(916) 376-5300

CLAIMS@DGS.CA.GOV

Evidence of Financial Responsibility

This vehicle is owned or leased by the State of California, a public entity, and operated by employees or agents of the State. California Vehicle Code Sections 16000, 16020, 16021, et sez. State that ownership or lease of a vehicle by public entity establishes evidence of financial responsibility.

IMPORTANT

Ask names and addresses of witnesses first.

Witness 1 Name

Address | Phone Number

Witness 2 Name

Address | Phone Number

Witness 3 Name

Address | Phone Number

INJURED PERSONS

Name | DOB

Address | Phone Number

Hospital Taken To

Name | DOB

Address | Phone Number

Hospital Taken To

OTHER VEHICLES

Vehicle License No. | Year | Make | Model

Registered Owner

Address | City

Driver's Name

Address | City

Driver's License No.

Note: This accident identification card (on reverse) should be filled out, detached, and given to the other driver.