

**Loyola Marymount University  
Department of Campus Recreation**

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**CLUB SPORTS  
HANDBOOK  
2008-2009**

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**Fritz B. Burns Recreation Center  
Phone: 310-338-4432**



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## **CLUB SPORTS CONTACT LIST**

### **CAMPUS RECREATION:**

Main Number 310.338.2912  
[www.lmu.edu/campusrec](http://www.lmu.edu/campusrec)  
Fax Number 310.338.2355  
Raamen Bass, Assistant Director of Intramural & Club Sports 310.338.4432  
[rbass@lmu.edu](mailto:rbass@lmu.edu)  
Emergency Contact # 626.818.0195

### **STUDENT LEADERSHIP & DEVELOPMENT:**

Student Leadership & Development Office 310.338.2877  
(Malone Student Center, room 201) [www.lmu.edu/sld](http://www.lmu.edu/sld)  
Fax Number 310.338.5976  
Anthony Cummings, Assistant Director of Leadership [acummin1@lmu.edu](mailto:acummin1@lmu.edu)  
Brandi Virden, Office Manager & Student Event Scheduler [brandi.virden@lmu.edu](mailto:brandi.virden@lmu.edu)

### **EMERGENCY SERVICES:**

LMU Public Safety  
Non- Emergency (On- or Off-Campus) 310.338.2893  
Emergency (On-Campus Phone) 222  
Emergency (Non-Campus or Cell Phone) 310.338.2893  
Student Health Center 310.338.2881

### **MAILING ADDRESS:**

LMU "Name of Sport Club" Club  
Loyola Marymount University  
Fritz B. Burns Recreation Center  
1 LMU Drive, MS 8500  
Los Angeles, CA 90045

## **2008-2009 CLUB SPORTS IMPORTANT DATES**

### **August 25 – September 26, 2008**

Campus Recreation Registration Due  
Registration paperwork due to Club Sports Office (2<sup>nd</sup> floor, Burns Recreation Center)

### **August 28, 2008**

Club Fest – 12:15pm (Sunken Gardens)

### **September 15, 2008\*\***

Consciousness of Self Leadership Institute – 3pm (Huesman Lounge)  
Collaboration Leadership Institute – 3pm (The Hill, Malone 460)

### **September 18, 2008\*\***

Leadership Lunch – 12pm (Bird Nest)

### **September 22, 2008\*\***

Consciousness of Self Leadership Institute – 3pm (Huesman Lounge)  
Step It Up Leadership Institute – 3pm (The Hill, Malone 460)

### **September 23, 2008\***

Mandatory Officers Meeting #1 – 6:30pm (Burns Recreation Center Classroom)

### **September 24, 2008\***

Mandatory Officers Meeting #2 – 6:30pm (Burns Recreation Center Classroom)

### **September 25, 2008\***

Mandatory Officers Meeting #3 – 5:30pm (Burns Recreation Center Classroom)

### **September 30, 2008\***

Mandatory Financial Officer/ Treasurer's Meeting #1 – 5pm (Burns Recreation Center Classroom)  
Mandatory Safety Officer's Meeting #1 – 6:30pm (Burns Recreation Center Classroom)

### **October 1, 2008\***

Mandatory Financial Officer/ Treasurer's Meeting #2 – 7:30pm (Burns Recreation Center Classroom)  
Mandatory Safety Officer's Meeting #2 – 4:30pm (Burns Recreation Center Classroom)

### **October 2, 2008\***

Mandatory Safety Officer's First-AID & CPR Training #1 – 6pm (Burns Recreation Center Classroom)

### **October 3, 2008**

Student Leadership & Development Registration Due  
Registration includes online form and mandatory orientation session

### **October 7, 2008\***

Mandatory Safety Officer's First-AID & CPR Training #2 – 6pm (Burns Recreation Center Classroom)

### **October 16, 2008\*\***

Congruence Leadership Institute – 3pm (Huesman Lounge)  
Common Purpose Leadership Institute – 3pm (St. Robert's Auditorium)

### **October 20, 2008\*\***

Congruence Leadership Institute – 3pm (Huesman Lounge)  
Common Purpose Leadership Institute – 3pm (The Hill, Malone 460)

### **October 23, 2008\*\***

Leadership Lunch (Topics are TBD) – 12pm (Huesman Lounge)

**November 13, 2008\*\***

Commitment Leadership Institute – 3pm (Foley Green Room)  
Controversy with Civility – 3pm (The Hill, Malone 460)

**November 14, 2008**

Spring 2009 Semester Facility / Field Requests Due (Games & Practices)

**November 17, 2008\*\***

Commitment Leadership Institute – 3pm (Huesman Lounge)  
Controversy with Civility Leadership Institute – 3pm (Foley Green Room)

**November 20, 2008\*\***

Leadership Lunch (Topics are TBD) – 12pm (Huesman Lounge)

**December 7, 2008**

Last day for Fall Semester scheduled practice times unless otherwise notified

**January 20, 2008**

Mandatory Officer Meeting – 5:30pm (Burns Recreation Center Classroom)  
Only one (1) officer needs to attend to represent the club

**January 22, 2009\*\***

Leadership Lunch (Topics are TBD) – 12pm (Huesman Lounge)

**January 23, 2008**

Updated/Spring 2008 Club Rosters Due

**February 26, 2009\*\***

Leadership Lunch (Topics are TBD) – 12pm (Bird Nest)

**April 2, 2009\*\***

Leadership Lunch (Topics are TBD) – 12pm (Huesman Lounge)

**April 17, 2008**

Campus Recreation Annual Report Due  
Includes new club officer roster and budget request form

**April 22, 2008**

Crimson & Blue Awards Dinner – 6pm (Roski Dining Hall, University Hall)

**Week of April 20 & 27, 2008\***

New Officer Training Sessions (TBA)  
All club officers must attend at least one (1) of the sessions being offered

*\* – Only need to attend one of scheduled meetings being offered*

*\*\* – Optional workshop/seminar being offered through the leadership series for more budget points*

# PROGRAM OVERVIEW

## A. General Description

Club Sports at Loyola Marymount University (LMU) is a program housed in the Department of Campus Recreation (CREC). The purpose of Campus Recreation is to provide recreational programs, services and facilities to the campus community. Campus Recreation embraces the concept of “balance” with the belief that the pursuit of an active, healthy lifestyle will make for higher functioning individuals and a more healthy community. The department works to accomplish its belief in a manner that supports the University’s mission and philosophy.

As an integral part of Campus Recreation, the Club Sports Program supports the common interest of students pursuing particular sports activities as a means of skill development and competitive play. The Club Sports program provides a variety of sports for students to participate in and provides unique leadership and club management opportunities. Sport clubs are members of the Club Sports Program and register as a student organization with the Department of Student Leadership & Development (SLD).

Sport clubs are student-initiated and student-managed. Club members are actively involved in determining the objectives and procedures of their club. The organizational and decision-making duties of each club are the responsibility of the members and their officers. CREC personnel provide administrative assistance to clubs with policy and procedural guidelines, securing facility and field space, financial support, promotion of club activities, and equipment acquisition. The role of Campus Recreation, however, is primarily advisory in nature in order to preserve student leadership and development.

This handbook outlines University and departmental procedures developed to ensure that all clubs are treated equitably. It is designed to inform club officers and members of the policies, procedures and guidelines to which each club must adhere in order to be recognized by the CREC and sanctioned with LMU. Sport clubs are subject to the rules and regulations of LMU, SLD, and CREC. It is also designed to serve as a supplement to the *Club, Organization, & University Program Resource Manual* published by SLD. Club presidents are encouraged to become familiar with both handbooks. **Please note that violation of any of the policies listed below will result in disciplinary action that may include the suspension of club privileges or recognition.**

### ***Guiding Principles***

The Club Sports Program is guided by the following principles:

- Sport clubs are recognized student clubs of LMU.
- Sport clubs are competitive and/or recreational in nature.
- Sport clubs are voluntary in nature.
- Sport clubs are non-profit in nature.
- Sport clubs do not discriminate on the basis of race, color, religion, gender, national origin, age, or physical limitations.
- Sport clubs adhere to Loyola Marymount University rules and regulations.
- Sport clubs do not emphasize strict training rules, recruiting practices, financial aids, scholarships, letters of intent, or expanded road trips.
- Emphasis is placed on student leadership.
- Sport clubs must be in good standing with the University, SLD and CREC.

### ***Participation Objectives***

The Club Sports Program is designed to provide participants the following opportunities:

- To learn new sport skills;
- To practice and refine existing sport skills;
- To engage in structured competition;
- To develop and maintain a measure of physical fitness;
- To develop a feeling of belonging and understanding between individuals and groups through sport and recreational activity;
- To develop leadership skills; and
- To develop organizational and administrative skills including: program planning; delegation of responsibility and authority; fundraising and financial management; and public relations.

## **B. Eligibility**

Membership in the Club Sports Program is open to any currently enrolled, full-time LMU undergraduate students. Graduate and Loyola Law School students are also eligible for membership in any existing sport clubs. However, all graduate and Loyola Law School students must be full-time and members of the Burns Recreation Center in order to be eligible to participate in Club Sports activities. Faculty and staff members are ineligible to participate in Club Sports activities, except for in an advisory role. Alumni and individuals not affiliated with the University are not eligible for participation in club activities unless they serve in an advisory or coaching role.

Clubs may have a designated traveling team but must be open to all eligible students and may not restrict the number of students allowed to become members, nor deny membership, based on skill level or financial capabilities. Competitive teams may host tryouts and limit the number of students allowed to compete; however, there must be an opportunity for students to participate recreationally with each club. Clubs involved in competition should develop fair and equitable criteria to determine which members compete. The method of selection should be clearly explained and structured so that every member is given the opportunity to earn a spot on the competitive team. Additionally, clubs are responsible for developing methods for accommodating each member's needs for instruction.

Clubs cannot discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation or physical limitations. Additional equal opportunity information and policies can be found in the *Club, Organization and University Program Resource Manual* or in the Office of Student Leadership & Development.

Persons interested in joining a sport club must meet the requirements set forth by the program and the individual club. Program requirements mandate that all Club Sport members must be members of the Burns Recreation Center and complete the *Student Release / Medical Insurance Coverage Form* before participating in any physical Club Sports activities. Individual clubs may have additional requirements based on their level of competitiveness, league rules or other conditions.

## **C. Recognition & Registration**

### ***Recognition***

In order to be a part of the Club Sports Program and report to Department of Campus Recreation, existing clubs and individuals interested in starting a new sport club should do the following:

- Meet with the Club Sports Director to discuss club recognition and obtain approval to be a sport club. Depending on a club's purpose and/or involvement, the Club Sports Director will make the decision as to tier placement. All new clubs are automatically placed in the "New & Probationary Clubs" tier.
- Publicize the club on campus and hold an organizational meeting for interested students to join the club.
- Designate officers (including a safety officer) and obtain an advisor.
- Apply for registration as a student organization and complete the necessary requirements with the Department of Student Leadership & Development.
- Clubs must be competitive in nature and belong to a league and/or National Governing Body (NGB).
- Complete all necessary paperwork for registration with the CREC. Paperwork includes a club constitution, an advisor's agreement, a coaching agreement (if necessary), a club officer and membership roster, a hazing policy form, student release forms from each participant in the club, and student release forms from each participant in the club.

### ***Registration***

Registration as a sport club is granted for each academic year (from August to May). However, SLD allows, "rolling recognition" for those clubs that wish to start in the middle of the academic year. To complete the annual Campus Recreation registration process, sport clubs must provide the following documents:

1. **Club Constitution** – club's "living, breathing document" for how it governs itself.
2. **Club Officer & Membership Roster** – roster of club officers and their positions/titles. Also includes list of all club members (including officers) and full name, year (in school), phone number, email address, and ID #.
3. **Advisor's Agreement** – agreement form completed by club advisor and club president to validate advisor's understanding of position's responsibility and willingness to serve as the club's advisor.
4. **Hazing Policy Form** - form explains the University's hazing policy and is to be signed by club leadership to verify that they have read and understand the policy.

5. **Student Release / Medical Insurance Coverage Form** – to be completed by ALL members before participating in any club activities.
6. **Coaching Agreement** – to be completed by ALL club coaches whether paid or volunteer. This form is only necessary for those clubs who have a coach/instructor.
7. **Authorization for Release of Driver Record Information** – to be completed by ALL members before driving to/from any club activities. Must also submit a copy of driver's license.

If all registration materials are not in by the required deadline, clubs will be assessed a penalty to their Campus Recreation allocation and/or lose priority in their facility/field requests or reservations. SLD also has its own registration process, which all sport clubs have to adhere to. Additionally, each organization has to submit an annual report at the end of each academic year (April).

## **CAMPUS RECREATION SERVICES AND STAFF**

### **A. Club Sports Tier Management**

The LMU Club Sports Program has incorporated a new four-tier system into its administrative and fiscal management policies and procedures for the 2007-2008 academic year. This system has been developed to ensure equity in the management of all club aspects, including the division of University-allocated funds assigned to the Club Sports Program.

Clubs will follow personalized management guidelines, which will ensure that each club's time is managed effectively so that clubs may have the greatest impact with the fewest necessary administrative hours. Tiers focus on a club's level of competition and level of involvement. The tier system sets an upper limit on the amount of funds allocated to each club from University funding. However, clubs may only receive an amount up to or equal to what the club fundraised and/or spent on accepted expenditures during the previous fiscal year. The fundraising time span is during the fiscal year from June 1 until May 31.

Every club's purpose and activity must be consistent with the philosophy of the Department of Campus Recreation. All funding allocations are subject to review by the Club Sports Director based on each club's ability to abide by the *LMU Club Sports Handbook* and the management system criteria. Funding criteria and allocation information can be found in the "Finances" section of this handbook.

### **B. Tier Membership Requirements**

To maintain membership as a sport club in the Club Sports Program tier system the following guidelines must be followed, and requirements met by all clubs petitioning to be in the program:

1. Student interest in the club is demonstrated by a membership of either at least ten (10) active, current student members, or the minimum number of members needed to participate in the activity (if less than 10).
2. A current, active club constitution must be on file with the Club Sports Office. Clubs are expected to comply with all amendments and bylaws to their own constitutions. The constitution should act as a set of operational guidelines or rules by which the members govern their club. These rules or constitution provide a framework for the club and express the fundamentals of the club's existence. The constitution should be easily understood and examined yearly to ensure continuity. Bylaws and standing rules help keep the constitution up to date and help keep the club operating efficiently.
3. Compliant with University, Campus Recreation and Club Sports guidelines, rules and regulations. These may be outlined in the *LMU Club Sports Handbook* and/or other University documentation.
4. An accurate inventory of equipment purchased with Campus Recreation funds must be maintained, inspected and kept on file in the Club Sports office. All club equipment must be maintained, issued, accounted for, and stored adequately.
5. All appropriate forms must be filed at the specific time during the year. See the "Club Sports Important Dates" section in this handbook for a list of dates and deadlines.
6. Must have self-organized fundraisers approved by the Club Sports Office in advance of the activities.
7. Select and maintain at least three (3) active officers including a president, and treasurer (financial officer), at all times. Existence of club leaders with knowledge of the activity, time commitment, and ability to follow and enforce Club Sports policies and procedures.

8. Must attend and be represented at all mandatory clinics, workshops or meetings set by the Club Sports Office and/or Student Leadership & Development. Failure to comply may result in probation.
9. Must be in good standing with Campus Recreation (can not apply for membership if on probation).
10. If the club does not meet the minimum standards for maintaining membership after the fall semester, the club will not be eligible for any privileges in the spring semester. These requirements will be determined by the Club Sports Office and Campus Recreation.
11. Three (3) or more minor infractions and/or one (1) major infraction during an academic year may result in the club moving to **probationary status or complete suspension of activities**.
12. Additional membership criteria can be found in the "Participation Responsibilities" section.

The Club Sports Director will review each club's status at the end of the budget cycle (end of the spring semester). This information should be included in the *Club Sports Annual Report Form* to be submitted by each club in April.

### C. Management System Criteria

#### **MAROON Level:** Highly-Competitive

Funding: Maximum \$5,000

Funding is weighted by 1.5 of the point total

*Standards to be met:*

- Demonstrated effective club leadership and continuity at the competitive level for **more than three (3) years**
- Club must have been in existence for at least five (5) years to establish history of longevity and permanence
- Must have a coach or coaches whom are certified or have relevant experience
- Must compete in leagues that have a national governing body for the sport
- Ability to qualify for the national championships or other post-season competition
- Participation in a minimum six (6) collegiate competitions per year that lead to qualification for a league or national championship (excludes friendly competitions or exhibitions)
- An Officer from the Club must meet with the Club Sports Director **once every two weeks** (minimum) to verify program compliance
- Must demonstrate proper fiscal management and raise twice the amount (**200%**) of the University-funded budget allocation through fundraisers
  1. All fundraising activities must be brought to the attention of and approved by the Club Sports Director at least three (3) weeks prior to the activity.
  2. Need to complete two (2) successful fundraising activities per academic year

#### **NAVY Level:** Semi-Competitive

Funding: Maximum \$2,500

Funding is weighted by 1.0 of the point total

*Standards to be met:*

- Demonstrated effective club leadership and continuity at the competitive level for **more than two (2) years**
- Ability to maintain sufficient membership in the sport/club
- Primarily competitive activities as demonstrated by a minimum four (4) collegiate competitions per year or Club-specific activities
- Encouraged to have a coach or instructor
- An Officer from the Club must meet with the Club Sports Director **once a month** (minimum) to verify program compliance
- Must demonstrate proper fiscal management and match **100%** of the University-funded budget allocation in fundraisers
  1. All fundraising activities must be brought to the attention of and approved by the Club Sports Director at least three (3) weeks prior to the activity.
  2. Need to complete one (1) successful fundraising activity per academic year

#### **GRAY Level:** New & Probationary Clubs

Funding: Not available in this level

*Standards to be met:*

- Demonstrated effective club leadership and continuity for **at least one (1) academic year**
- Ability to maintain sufficient membership in the sport/club

- An Officer from the Club must meet with the Club Sports Director **once a month** (minimum) to verify program compliance
- All competition or associated activities must be approved by the Club Sports Director in advance
- Must demonstrate proper fiscal management and raise **100%** of necessary fees to initiate the program requested
  1. All fundraising activities must be brought to the attention of and approved by the Club Sports Director at least three (3) weeks prior to the activity.
  2. Need to complete one (1) successful fundraising activity per academic year
- Must comply with all additional Club Sports Office requirements prior to approval for level/tier change, which is based on individual club necessities

#### **D. Club Sports Office**

As a benefit of reporting to the Club Sport Program, sport clubs receive additional benefits from CREC that other student clubs and organizations do not. CREC helps to coordinate the efforts of all sport clubs and to promote the Club Sports Program in general. Services provided include but aren't limited to:

- Maintaining informational bulletin boards in the Burns Recreation Center;
- Processing facility/field reservations for practices and games;
- Limited funding; and
- Assistance with marketing and publicity.

Club officers are able to utilize resources in the Campus Recreation main office (and/or Club Sports Office) on the second floor of Burns Recreation Center – Room 239. Club Sports staff share this office space, and the department has other professional staff offices in this area, so respectful behavior of other Campus Recreation employees and cleanliness will be demanded and is expected at all times. All officers are requested to be considerate as the area is available on a space-availability basis. Club officers and members are not permitted to store bags or other items in this area unless previously approved by the Club Sports Director or other Campus Recreation personnel.

Note: General administrative and organizational assistance varies based upon the semester. **Limited Services are provided during the summer months.**

#### **E. Computer, Photocopying, and Telephone & Fax Services**

Club officers are permitted to use the computers in the main office and the Club Sports Office. As the computers are used by other student employees within the department, no individual should add or remove any type of computer program without prior approval of the Club Sport Director. Use of the computers must be for Club Sports-related business only and please limit printing jobs to essential club items.

Photocopying is available on a limited basis for club officers only. **All requests should be submitted to the Club Sport Director for approval before using the copier for large photocopying projects.** Allow a minimum of two days lead time when requesting copying services for larger projects. **Club members are not allowed to use copier.**

Local phone calls and faxes can be placed from the Club Sports Office with no charge as well as long distance phone calls and faxes within Southern California area codes. For long distance calls and faxes outside the Southern California area, clubs must obtain approval from the Club Sports Director.

Please note that all of the aforementioned resources are on a first-come, first-serve basis. Please be patient in waiting for their use and expeditious in completing business when others are waiting. Department employees may be given priority over Club Sports members in certain situations.

#### **F. Mailboxes**

Mailboxes for each sport club are provided at the Burns Recreation Center on the second floor in the main administrative office. Letters, campus mail, phone messages, and memos from the Club Sports Director or Recreation staff will be placed in clubs' office mailboxes. Mailboxes must be checked on a regular basis (at least once a week). Materials stored in the mailboxes should be kept to a bare minimum. The mailing address to the Club Sports Office is as follows:

LMU "Name of Sport Club" Club  
Loyola Marymount University  
Fritz B. Burns Recreation Center  
1 LMU Drive, MS 8500  
Los Angeles, CA 90045

Each club as has an addition mailbox provided for them in the Office of Student Leadership & Development in the Malone Student Center (2<sup>nd</sup> floor. Please make sure both are checked on a regular basis.

### **G. Club Sports Storage Closet**

A limited amount of storage space is available in the storage closet located in Center Court of the Burns Recreation Center. If requested, each club will receive its own, individual locker within the storage closet as long as lockers are available. If not all lockers are being utilized and a club requests extra space, additional lockers may be assigned for as long as they are not needed.

### **H. Club Sports Director**

The Club Sports Director supervises the Club Sports Program and serves as the primary resource person for each club. He/she assists with the planning, publicizing, organizing and supervision of the program. He/She will allow clubs as much freedom to operate as possible, provided they operate within the framework of the guidelines and regulations herein. Sport clubs should refer to the Club Sports Director when situations arise that are not covered in this handbook, or if they need further instruction/interpretation regarding policies and procedures.

The duties and responsibilities of the Club Sports Director include but are not limited to:

- Providing information to students and sport groups interested in becoming registered and recognized as an LMU sport club.
- Assisting with scheduling fields and facilities for practices, contests and tournaments.
- Periodically attending club meetings, practices, contests and tournaments.
- Communicate regularly with the student leaders either through direct supervision of club activities, by phone and email, or during Club Sports meetings.

### **I. Club Sports Staff**

#### ***Club Sports Supervisors***

Club Sports Supervisors assist the Club Sports Director with the supervision of sport clubs. Club Sports Supervisors act as liaisons between the Club Sports Office and the sport clubs. Not only do they help to provide administrative support for the clubs, but Club Sports Supervisors are also certified in first-aid and CPR to act as frontline emergency staff (if needed) during official home competitions. Supervisors are only trained to provide basic first-aid / CPR and ice, if needed.

The duties and responsibilities of the Club Sports Supervisor include but are not limited to:

- Monitoring weekly sport club practices and facility/field usage, when available, by performing rounds to help ensure proper attendance and conduct.
- Performing periodic roster checks to make sure participants practices are eligible to be members of the program.
- Helping to maintain accurate and updated club records and paperwork.
- Communicating regularly with the club leaders either through direct supervision of club activities, by phone and email, or during Club Sports meetings.
- Attending official club competitions (if needed) to act as the first line of emergency assistance in case of injury.

#### ***Event Management Assistants***

Event Management Assistants assist the Club Sports Director with the staffing and supervision of Campus Recreation events. Event Management Assistants are certified in first-aid and CPR to act as frontline emergency staff during official home competitions. Supervisors are only trained to provide basic first-aid / CPR and ice, if needed.

The duties and responsibilities of the Event Management Assistants include but are not limited to:

- Assistance with field lining for sport clubs who need the service.

- Event/game set-up and take-down as well as event operations assistance for sport clubs who need the service.
- Attending official club competitions to act as the first line of emergency assistance in case of injury.
- Monitoring weekly sport club practices and facility/field usage, when available, by performing rounds to help ensure proper attendance and conduct.
- Performing periodic roster checks to make sure participants practices are eligible to be members of the program.

## CLUB ORGANIZATION & LEADERSHIP

### A. Club Officer Responsibilities

Club officers organize and manage each sport club with administrative assistance from the Club Sports Director. Students within each club are responsible for the internal administration of their club including decision making in such areas as equipment, facilities, finances, game schedules, membership, practices, and safety.

It is strongly recommended that clubs elect a minimum of four officers to ensure that one person does not face the impossible task of fulfilling all duties and obligations. Typical club officers include president, vice-president, treasurer, secretary, equipment manager, publicity manager, etc. **Clubs must have at least three actively involved officers** and all club officers must be full-time LMU students.

The duties and responsibilities of club officers include, but are not limited to, the following:

- Providing leadership and direction to the club.
- Serving as the liaison between the club and the Campus Recreation Club Sport Office. Checking in with the Club Sports Office at least once per week during the academic year. Communication is expected on every aspect of the club and is critical to the success of each club.
- Checking Club mailboxes on a weekly basis.
- Operating the club in accordance with the rules and regulations of this handbook, the policies of CREC and SLD, and the University.
- Representing the club at all Club Sports meetings. (A minimum of one officer must be present).
- Submitting and updating all required forms and paperwork by listed deadlines. Club Sports forms are available online at [www.lmu.edu/campusrec](http://www.lmu.edu/campusrec). In an attempt to reduce paper waste, forms will be available at the Club Sports Officers office in a limited capacity. NOTE: **The Travel Request Form is only available online.**
- Encouraging officers or members to complete CPR & First Aid certification. Each club **must** have at least two members who are designated as and certified in CPR & First Aid to be Safety Officers. At least one certified provider should be present at all practices and competitions. CREC will comp and train the two designated Safety Officers.
- Informing club members and coaches of all responsibility and obligations and ensuring their compliance. Includes delivery of appropriate responsibilities handout to each individual.
- Holding meetings to conduct club business and handling club problems/incidents.
- Requesting funding support in accordance with members' needs and wishes.
- Managing the club's fundraising efforts and ensuring the funds are properly deposited and used in accordance with the University and Club Sports guidelines.
- Keeping accurate records of club income and expenditures and submitting all receipts, statements, and financial records for review as requested.
- Meeting all financial obligations incurred as a club.
- Fulfilling all association or league obligations.
- Publicizing and promoting club activities including the reporting of competition results.
- Maintaining equipment control and inventory.
- Assisting with event management for all home events, including helping to control team, fans and spectators.
- Informing opposing teams of all facility and field regulations, medical care responsibilities, parking policies, and the code of conduct.
- Reporting all accidents and completing/submitting accident forms (if serious, contact the Club Sports Director immediately).

- Obtaining prior approval from Club Sport Director for any off-campus event.
- Arranging club travel plans, practice times and competition schedules.
- Obtaining a faculty/staff advisor (and coach, if necessary).
- Maintaining an up-to-date binder with all team registration information (forms, rosters, waivers, etc.) and emergency contact information that is accessible at every practice, event and competition.
- **Training the incoming officers in proper procedures for club operation.**

## **B. Coaches Responsibilities**

The decision for a sport club to have a coach/instructor is at the discretion of the club (in most cases). It is the club's responsibility to secure the services of a coach/instructor for their team/group, if needed. The selection of a coach must be approved by a majority of the club's members and is subject to the approval of the Club Sports Director. However, the selection of a coach is primarily at the approval of the club.

Coaches should demonstrate a level of expertise in their sport. A one-page resume or application should be provided to the Club Sports Director and on file in the Club Sports Office. Coaches must also attend a one-on-one meeting with the Club Sports Director prior to assuming the role as a club coach. Clubs (e.g. martial arts) requiring the services of an instructor should seek a knowledgeable person within the specific area of instruction. The chosen individual must provide documentation that he/she is a certified instructor in that sport or activity. Coaches/instructors will also receive a copy of the *LMU Club Sports Handbook* for their review.

All coaches (paid or volunteer) must complete, sign, and submit the Club Sports Coaching Agreement form prior to assuming duties. Coaches are not considered University employees and are not covered by University medical, health, or liability insurance plans. Coaches act as independent contractors; however, he/she must abide by all CREC, Club Sports, and University rules and regulations. Coaches/instructors must also attend any additional required meetings/trainings put on by the Club Sports Office, CREC, SLD and/or the University.

If club coaches/instructors are paid, they will operate as independent contractors and be paid by CREC through a requisition. The salary to be paid to the coach, decided on by the club, will be divided into monthly installments and issued via paycheck to be mailed directly to the coach's home. This only applies as long as there are funds available in the club's Campus Recreation account(s). Coaches may only be paid through membership dues and generated income by the club. Any coach paid for his/her services from monies raised must report all income generated for tax purposes.

Participation in activities that are not directly related to coaching/instructing responsibilities, or the unauthorized use of equipment, shall result in the immediate removal from the Club Sports program. If in the opinion of the Club Sports Director, the club is misled by the coach, or if the coach is not working in the best interest of the club, he/she will be relieved of all Club Sports functions and responsibilities.

Coaches should always keep the club's best interest in mind when dealing with anyone regarding club matters. Coaches should exercise reasonable care and caution in the execution of all coaching/teaching duties in order to reduce the risk of injury. Coaching/teaching is an obligation to instruct, condition, and motivate participants. Coaches should restrict their contributions to those involving knowledge, expertise, and skill in a particular activity. They should refrain from involvement in other areas of budget and club management.

Non-student coaches are not eligible for club membership and are prohibited from playing in competitions. While in season, clubs will receive up to two **free** memberships to the Burns Recreation Center for coaches/instructors. A third (and final) membership may be purchased at the "guest vendor" rate. All memberships provided to coaches/instructors are only good for the time period they are serving the club. All membership sign-ups must be done with the Member Services Coordinator in conjunction with the approval of the Club Sports Director.

**First Aid and CPR certifications are strongly recommended** of all Club Sports coaches. If you are currently certified, you should submit a copy of your certification(s). If you are not certified, it is strongly recommended that you be certified prior to the start of coaching. CPR and First Aid classes may be offered to Club Sports coaches at a discounted rate at the Burns Recreation Center. Please contact the Club Sports Director for additional information.

Coaches are responsible for their own transportation to and from practices and/or competitions and are not provided with campus parking permits.

Responsibilities and duties of a coach include:

1. Conducting him/herself in an ethical and professional manner.
2. Developing and employing safety procedures.
3. Promoting and ensuring good sportsmanship on and off the field, court, or in any facility.
4. Developing and improving skills and strategies needed to participate.
5. Coordinating practices.
6. Attending games and practices whenever possible.

### C. Club Sports Advisors

Each club is required to have an advisor who is a full-time, LMU employee. Advisors should be faculty/staff members selected by the club's members. Advisors should be highly interested and experienced in the activity; and accepted and respected by the club. They must also complete and sign the *Club Sports Advisor Agreement* acknowledging their willingness to serve in this role for the club.

Advisors provide direction and guidance, maintain continuity from year-to-year, and assist new club officers in the transition process. Advisors should also help the club achieve its full potential by assisting members in refining their programs, plans, and aspirations effectively and realistically.

Advisors responsibilities include, but are not limited to, the following:

1. Attending club meetings and events so as to better understand how to assist the club.
2. Developing leadership and administrative skills in club officers.
3. Serving as an information source and a resource person.
4. Interpreting University policies and procedures.
5. Encouraging sound financial and business practices.
6. Counseling and advising individual club members.
7. Reviewing, completing and signing-off on required club-related forms and documentation.
8. Assuring club compliance with all Club Sport, Campus Recreation, University, and league rules and regulations.
9. Informing others in the University community of the value and importance of their club and the Club Sports Program.

Faculty/Staff advisors serve the clubs only in the function as a liaison and do not function as a supervisor or monitor of the sport/activity. The Club Sports Director may not serve as an advisor for any specific sport club since he/she serves as the supervisor of the entire program.

### D. Club Sports Council

Club Sports Council (Club Council) is a group made up of one representative from each sport club. Club Council meetings are mandatory and will be held on a need basis. For each meeting attended, clubs may earn points toward its annual budget allocation for the next academic year and/or increased priority for facility space. **The attending club representative MUST be one of the club officers.** More than one representative for a club may attend meetings, but a club officer must be in attendance for the club to receive points for being in attendance. Attendance by club coaches will not count toward a club's attendance record and earning points.

Club Council meetings are a forum through which program information and announcements can be given to clubs. Additionally, it is a forum for reviewing, discussing and evaluating the policies and procedures of the Club Sports Program as well as several of the issues facing the clubs and the overall program. Issues for review and discussion may include but are not limited to fundraising, budget, announcements, publicity, travel, community action and upcoming events. For this reason, Club Council reps should bring their Club Sports Handbooks to every Club Council meeting.

## CLUB PARTICIPANT RESPONSIBILITIES

### A. Conduct

As students of LMU, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of the Club Sports Program are expected to act in a mature and responsible manner both on and off campus especially while

participating in club activities. Additionally, club members are expected to comply with all Club Sport rules and regulations and University policies, as well as any request/directives from Campus Recreation staff members.

Inappropriate language and behavior is not permitted while participating in Club Sports programs. Participants are required to comply with specific program, room, facility, field and building policies. The use of drugs, including alcohol and tobacco, is prohibited in Campus recreation programs and facilities. Club members who participate in inappropriate activity, which violates University policies, or state or federal laws, will be subject to disciplinary action by CREC, SLD, Judicial Affairs, LMU, and/or the appropriate legal authorities.

Violations by club members of the above may result in, disciplinary action for individual player(s), fines or restitution for damages to property, probation for the entire club, suspension of club activities and/or revocation of University registration or designation. Some cases will be automatically referred to the Office of Judicial Affairs for further action.

As LMU students, in addition to the rules and regulations set forth in this handbook, club members are also subject to upholding all policies set forth in the "Student Conduct Code" within the *Community Standards* booklet published by the Division of Student Affairs.

## **B. Drug & Alcohol Policy**

The use of drugs, including alcohol and tobacco, are not permitted in Campus Recreation and/or University facilities or on University grounds at any time. Nor is the use of drugs and alcohol permitted at any off-campus club competitions or functions. Each club is responsible for enforcing the "no drug and alcohol" policy with its members, participants, coaches, guests, and spectators. During home competitions, if it is determined that clubs can not control their guests and/or spectators, clubs will be required to pay for the services of a Public Safety officer to be present for crowd control. This will be determined by the Club Sports Director and done on an individual club basis.

The only exception to this rule is when alcohol is being served at an approved club event with the appropriate personnel present (e.g. Sodexo bartenders and/or alcohol moderators). If hosting an approved event in which alcohol is present, only those club members over the age of 21 are permitted to drink alcohol. Additionally, all members over the age of 21 are expected to act in a responsible, rational, and lawful manner in regard to alcohol consumption. However, club members, regardless of age, are not permitted to consume alcohol prior to and during club competitions – includes official competitions, scrimmages, alumni games, etc.

Violators, both individuals and clubs, will be subject to disciplinary action and will be automatically referred to the Office of Judicial Affairs. As LMU students, in addition to the rules and regulations set forth in this section of the handbook, club members are also subject to upholding all policies set forth in the "Alcohol and Drug Policies" section within the *Community Standards* booklet published by the Division of Student Affairs.

## **C. Hazing Policy**

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person: or which inflicts or intends to cause mental or physical harm or anxieties; or which may demean, degrade or disgrace any person regardless of location, intent, or consent of participants.

Hazing can be defined as any action or situation that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, or full admission, or affiliation with any organization operating under the sanction of LMU.

Hazing is prohibited by any and all individuals and clubs. This includes but is not limited to players, coaches, alumni, and volunteers. Violators, both individuals and clubs, will be subject to disciplinary action and will be automatically referred to the Office of Judicial Affairs.

Each club's officers, advisor and coach (if applicable) are regarded to review, complete and sign-off on the Campus Recreation *Club Sports Hazing Policy Form* verifying compliance with the University's policy. As LMU students, in addition to the rules and regulations set forth in this section of the handbook, club members are also subject to upholding all policies set forth in the "Hazing Policy" section within the *Community Standards* booklet published by the Division of Student Affairs.

## D. Disciplinary Measures

Clubs are expected to follow LMU and Campus Recreation regulations, policies and guidelines as well as directives from the Club Sport Director and/or other recognized LMU officials. Clubs that fail to adhere to this policy shall be subject to administrative action by the Club Sport Director, SLD, and/or the University.

The Club Sport Director has full power to take administrative action against any club, club member, or guest of a club member who has committed violations against LMU and Campus Recreation regulations, policies, and guidelines. The Club Sport Director also has the authority to determine the length of, the amount of, or the extent of any administrative action levied against a club, club member, or guest of a club member. In addition, the Club Sport Director may list specific conditions to correct violations that the club, club member, or guest of a club member may have committed. Failure to follow these specific conditions may result in additional administrative action against the club, club member, or guest of a club member. Some examples of minor and major violations and their consequences are outlined below.

1. **MINOR VIOLATIONS** – This may result in a freeze of the club budget and any additional facility requests could be denied if the club and/or its officers or members fail to:
  - a. Turn in appropriate paperwork as directed by the Club Sport Director.
  - b. Attend or send a representative to the Club Sport Officers' meetings
  - c. Insure that all University, SLD, Campus Recreation, and/or Club Sports regulations, policies and guidelines, as well as directives from the Club Sport Director and/or other recognized LMU officials, are followed.
  
2. **MAJOR VIOLATIONS** – These will result in one or more of the following administrative actions: (1) budget freeze, (2) denial or retraction of use of LMU equipment and facilities, (3) relieving officers of their responsibilities, (4) probation of the club, (5) suspension of the club, and (6) loss of club registration/recognition.

These administrative actions will be applied if the club violates LMU and Campus Recreation guidelines or if the club and/or its members fail to follow directives from the Club Sport Director and/or other recognized LMU officials:

- a. Use of ineligible players
- b. Use of unauthorized equipment or facilities
- c. Conduct detrimental to LMU (i.e. fighting, drug/alcohol use, and/or any other illegal activities).

### **Clubs will receive formal notifications of violations via e-mail and may lose official club status and funding if the club:**

Fails to follow specific conditions which caused their original suspension and must be met to correct violations.

3. **DUE PROCESS**

If sanctions have been levied against a club and/or club members and they feel that the sanctions are not justified or too harsh, they have a right to appeal. Clubs and/or club members who believe that they have been treated unfairly should follow the procedure outlined below:

  - a. File a written request for review with the Director of Campus Recreation. The Director of Campus Recreation will then confer with the Club Sport Director and the president of the club involved. A reply to the complaint will be returned in writing within ten (10) days.
  - b. If a satisfactory answer is not received within ten (10) days, a complaint may be filed with the Office of Judicial Affairs.

## **SAFETY & RISK MANAGEMENT**

### A. Health and Medical Insurance

Participation in the Club Sport Program and its activities is voluntary. It is the responsibility of each individual to evaluate the condition of his/her health in relation to the demands of the sport. If uncertain, consult Student Health Services or a licensed physician. The Department of Campus Recreation strongly recommends that all members of sport clubs participating in vigorous activities have an annual physical examination.

All LMU undergraduate and graduate students participating in the Club Sports Program are required to have sufficient health insurance coverage. All full-time, undergraduate students are covered by LMU accident insurance. All other individuals are **STRONGLY ENCOURAGED** to have adequate accident insurance. For information on purchasing health insurance, please contact the Student Health Center. Participants must include information regarding their insurance coverage on the *Student Release / Medical Insurance Coverage Form*.

The University does not provide participants of the Club Sports Program with catastrophic insurance. It is strongly recommended that participants review their own insurance coverage to see if such coverage is included and/or needed. Please consult a physician, if necessary.

If athletic training services are required, it is up to each individual sport club to arrange for these services. The Intercollegiate Athletics Training Room is not available for Club Sport teams. Ice is available at the Burns Recreation Center, but an Accident Report Form must be completed if ice is administered to any individual. In sports considered "high risk" or for competitions that require the services of a certified athletic, all cost incurred for staffing a trainer may be deducted from the club's Campus Recreation allocation as long as funds are available.

It is the responsibility of club officers to inform all members of LMU accident insurance coverage and available resources prior to the first practice session.

## **B. Mandatory Documentation**

### ***Student Release / Medical Insurance Coverage Form***

Every individual participating in, joining and/or attempting to join a club within the Club Sports Program must complete, sign and have a *Student Release / Medical Insurance Coverage Form* on file with the Club Sports Office prior to participation in any club activities. This document must be submitted to the Club Sport Office within a timely manner of it being completed. These forms are available in the Club Sports Office or online at [www.lmu.edu/campusrec](http://www.lmu.edu/campusrec). The Club Sports Office will also check out safety binders to each club's Safety Officers, which will contain copies of this document.

### ***Campus Recreation Accident Reports***

An ample supply of *Accident Report Forms* should be available at all sport club activities. Club Sports Safety Officers need to make sure they have copies available and complete this document in its entirety whenever an injury occurs and any first aid and/or medical treatment is administered. This pertains to all club activities including club meetings, practices, competitions and road trips. These forms are available in the Club Sports Office or online at [www.lmu.edu/campusrec](http://www.lmu.edu/campusrec). The Club Sports Office will also check out safety binders to each club's Safety Officers, which will contain copies of this document.

## **C. Club Sports Safety Officers**

Each club shall appoint two members of its club to be "Club Sports Safety Officers". Safety Officers are to handle matters related to risk management and safety for the entire club. These individuals shall be responsible for the following duties:

- Obtaining and maintaining certification in First Aid and CPR
- Obtaining and/or maintaining a First Aid kit at off-site matches and practice
- Ensuring proper First Aid supplies or services are available at all club functions
- Ensuring all appropriate safety documentation and paperwork is present at all club functions
- Ensuring all club activities have a First Aid and CPR certified person(s) present

CREC will work to get Safety Officers trained and certified in basic first-aid and CPR as well as provide each club with a First Aid kit for club use. A limited amount of First Aid/CPR certification trainings will be offered by CREC for Safety Officers needing certification. Once the schedule of certification trainings is offered, then classes must be signed up for individually by the Safety Officers. If individuals becoming Safety Officers choose not to sign-up for certification classes offered by CREC, then individuals are required to get certified on their own at their own cost or at the expense of their club. If individuals choose to get certified on their own, the Club Sports Director will set the deadline for obtaining proper certification(s).

All appointed Safety Officers whether certified at the time of appointment or being certified through CREC (or own their own) need to provide copies of certification(s) to be kept on file in the Club Sports Office. Copies of all certifications must be delivered to the Club Sports Director at the start of each Fall Semester (or by the deadline set by the Club Sports Director).

It is also strongly recommended that each coach have current First Aid and CPR certifications and be able to perform the duties of a Safety Officer. Coaches may also be certified through CREC for a discounted/minimal fee which will help with covering the cost of supplies.

Each Safety Officer will receive a "safety binder" from the Club Sports Office. This binder should be brought and maintained by the Safety Officer at all club functions, including practices and competitions (on- and off-campus). Information in the safety binder must include, but is not limited to, the following:

- Blank *Student Release / Medical Insurance Coverage Forms*
- Blank *Accident Report Forms*
- Injury Reporting Procedures
- Club Sports Contact List
- Club Roster

#### **D. Accident & Injury Reporting Procedures**

**Every injury to a Club Sports participant occurring during Club Sports activity – including meetings, practices, on- and off-campus competitions, and trips – must be reported to the Club Sports Office within 48 hours by completing and submitting an *Accident Report Form*.**

A Club Sports Safety Officer (or person certified in First Aid and CPR) should be the one to respond to any accidents or injuries that occur during club activities. The Safety Officer is responsible for completing the *Accident Report Form* for every injury to any Club Sport member both on and off campus, whether first aid/medical treatment is provided or not. A description of how the injury occurred and what steps were taken should be included. Completed forms must be submitted to the Campus Recreation Club Sport Office within 48 hours of the injury.

All Club Sports participants should be aware of their personal, medical insurance policy name and number in case of unforeseen emergencies or incidents that would require this information. This information should be provided on the *Student Release / Medical Insurance Coverage Form* and will be kept on file in the Club Sports Office.

#### ***Reporting an Injury***

When reporting injuries, a Club Sports Safety Officer, certified Campus Recreation staff member, and/or person trained in First Aid and CPR should handle the situation. Club Sports Supervisors, Event Management Assistants, and/or staff will be in attendance at all **official** club competitions to serve as frontline emergency staff. Club Sports staff are only trained to provide basic first aid and CPR (and ice, if needed). In case one of the aforementioned persons is not present, please follow the proper injury reporting procedures for both on-campus and off-campus events.

Injury reporting procedure for on-campus practices and games:

1. **Stay with the injured party.** Send another member to notify the nearest Campus Recreation Manager and/or Supervisor. All managers and supervisors are certified in CPR & First Aid. Only persons qualified to perform first aid and CPR should do so.
2. If the injury requires emergency assistance and a manager/supervisor is not available, dial 222 from on-campus phone or 310-338-2893 from a cell phone or non-campus phone to contact LMU Public Safety.
3. Inform Public Safety of the type of injury and the location of the injured person. If necessary, Public Safety will contact the necessary emergency medical services (LMU EMT's or off-campus EMS). Field clubs may contact the front desk of the Burns Recreation Center concerning injuries by utilizing a Campus Recreation walkie-talkie (on Channel #1) or dialing 310-338-2912.
4. Have someone meet Public Safety and/or the emergency vehicle and show them to injured individual.
5. All expenses incurred for transportation and/or treatment are the responsibility of the injured person.
6. Once the injured person is cared for, thoroughly fill out an *Accident Report Form* and turn it into the Club Sports Director within 48 hours of the injury. If Campus Recreation Staff is on-site at time of injury, let them handle the situation, but always ensure that there is a form filled out.
7. If a student was unconscious at any point, Public Safety must be notified.
8. **Contact the Club Sports Director immediately anytime an incident or injury occurs that requires the injured party to be transported to the hospital.** The number to the Club Sports Office is 310-338-4432. If necessary, please contact the Club Sports Director on his/her cell phone.
9. Each sport club is held responsible for explaining these procedures to all visitors. This is the responsibility of a Safety Officer and/or the club officers.

10. It is strongly recommended that each sport club have at least one person trained in CPR/First Aid at all club practices and events.
11. If you are not trained in first aid, do not attempt to move or treat the injured party. Keep the victim still, don't leave the victim alone.

Injury reporting procedure for off-campus events:

1. Prior to the event, check with host club or University for emergency procedures in case of injury.
2. LMU provides accident insurance coverage for currently registered, full-time LMU undergraduate students who travel off campus for recognized Club Sport events. The policy is intended to provide coverage until the student returns to his/her home campus or residence.
3. If examination/treatment by a physician is necessary, a qualified emergency transport service should take the injured person to the emergency room of a local hospital.
4. **Contact the Club Sports Director immediately when an incident or injury occurs off campus and requires the injured party to be transported to the hospital. All club officers and coaches should have the Directors' cell phone number accessible when traveling.**
5. All additional expenses incurred for transportation and/or treatment are the responsibility of the injured person.
6. Once the injured person is cared for, thoroughly fill out an *Accident Report Form* and turn it into the Club Sports Director within 48 hours of the injury.

### E. Emergency Preparedness Protocol

In the event of a major disaster (fire, earthquake, chemical spill, bomb threat), the following evacuation procedures should be followed:

- Upon receiving notification of an emergency via the alarm system or from a Campus Recreation (or LMU) employee, help lead your club to the designated meeting location provided to you by the alert system and/or staff
- Follow the directions of Campus Recreation staff and get as far away from the structure (or major disaster) as possible
- If on the second floor (or higher) of a facility, do not take the elevator, use the stairs
- In the event of an earthquake, avoid travel near glass windows. Your safest option may be to stay put and/or to get under a desk, table or other sturdy structure to protect yourself from falling objects.
- Once outside the facility, do not re-enter until told to do so by Campus Recreation (or LMU) staff or emergency personnel
- Club members in pool activities must remain out the Pool until notified
- When outside of the Burns Recreation Center during an emergency, remain outside and away from the facility until notified to re-enter by Campus Recreation staff or emergency personnel
- If you come upon a suspicious bag or package, notify Campus Recreation staff or Public Safety immediately. Do not attempt to touch or move suspicious objects
- Notify Campus Recreation (or LMU) staff immediately if you smell unusual odors

**LOYOLA MARYMOUNT UNIVERSITY AND THE DEPARTMENT OF CAMPUS RECREATION ARE NOT RESPONSIBLE FOR ANY INJURY OR PROPERTY LOSS INCURRED BY ANY PARTICIPANT IN THE CLUB SPORTS PROGRAM.**

## TRAVEL

### A. Travel Procedures

Sport Clubs hoping to travel must obtain the prior approval of the Club Sports Director for **any** off-campus travel, meeting or event in which members are representing LMU, including regularly scheduled competitions. **No club may travel without the expressed permission or consent of the Club Sports Director.**

Prior to traveling, a designated club officer must complete an online, *Club Sports Travel Request Form*, which includes information on the club's final destination, length of stay, lodging information, method of transportation and emergency contact information. **The Club Sports Travel Request Form in ONLY available online.** This interactive, online document can be found at [www.lmu.edu/campusrec](http://www.lmu.edu/campusrec) and completed by following these simply instructions:

1. Click on “Club Sports” on the left,
2. Click on “Club Forms” on the left,
3. Click on “Club Travel Request Form”,
4. Complete the form in its entirety,
5. Click “Next” at the bottom of the page,
6. Review the inputted information before submitting it for approval,
7. Click “Submit”.

After submitting the form, please wait for an email response from the Club Sports Director (or staff) as confirmation of receipt and/or approval for travel. If an email, phone call and/or face-to-face approval is not received by the Club, do not assume that your request for travel has been approved. When in doubt, please contact the Club Sports Director and/or designated staff before moving forward with any travel arrangements.

If clubs do not have access to a computer and/or the internet in order to complete and submit this form, the computer(s) in the main office (Room 239) of Burns Recreation Center may be used during the normal business hours of the building.

## **B. Travel Request Guidelines**

For local, in-state travel not (necessarily) requiring an overnight stay (e.g. LA-area, San Diego, Santa Barbara), a *Club Sports Travel Request Form* should be submitted at least forty-eight (48) hours in advance of the scheduled trip, competition and/or event, as long as the Club Sports Office has already been made aware of the event at least seven (7) days prior to the time of the event.

For in-state travel requiring an overnight stay (e.g. Fresno, Bakersfield, San Francisco, Sacramento), a request must be submitted at least seven (7) days in advance of the trip. Once again, this is under the condition that the Club Sports Office has been made aware of this event at least seven days prior to the time of the event.

For regional, out-of-state travel (e.g. Arizona, Nevada, Oregon, Washington), the form should be submitted at least fourteen (14) days prior to the travel departure date. Additionally, **NO** travel arrangements (e.g. hotel, plane, rentals, entry fees, etc.) are to be made and/or will be paid for without the approval of the Club Sport Director. This includes official league games and tournaments.

For non-regional, out-of-state (e.g. Hawaii, the South, the Midwest, East Coast) and/or international travel, a *Club Sports Travel Request Form* must be submitted at least twenty-one (21) days in advance. Additionally, **NO** travel arrangements (e.g. hotel, plane, rentals, entry fees, etc.) are to be made and/or will be paid for without the approval of the Club Sport Director. This includes official league games and tournaments. **Clubs participating in international travel must have at least a coach or an advisor travel with the Club. NO EXCEPTIONS!!!**

Therefore, clubs should submit paperwork as soon as possible to ensure adequate time for approval of travel and to research and secure methods of transportation and lodging.

**Travel should occur only during weekends and student breaks.** Club Sports members are **not** excused from classes for travel to games or activities. Campus Recreation does not provide clubs or its members with excuse letters to for missing classes and/or for making up any work while absent from classes.

## **C. Travel Itineraries & Rosters**

**For all overnight travel and/or travel that is more than three (3) hours away (including in-state, regional, non-regional and international travel), club officers are responsible for submitting a final travel itinerary and roster to the Club Sports Director at least twenty-four (24) hours prior to travel.** Due to the nature of such travel, a Travel Request form will have already have been submitted for approval of travel. However, because arrangements are sometimes made so far in advance and due to last-minute changes, the original plans and individuals traveling may change. If the original details of the have not changed since the submission of the Club Sports Travel Request Form, a travel itinerary and updated roster is not needed.

A travel itinerary and roster should include, but not be limited to, all of the following:

- General Information – club name, dates of travel, purpose of trip, etc.
- Emergency Contact Information – at least 2 emergency contact numbers

- Transportation Information – mode of transport, list of drivers
- Lodging Information – lodging type, lodging location, phone number
- Club Members Attending – list of names (Individuals planning to make the trip must be a member of the club with a signed *Student Release / Medical Insurance Coverage Form* on file in the Club Sport Office)
- Submitted By – print name, position with club, signature and date

#### D. Travel Expenditures

Clubs are responsible for making travel and lodging arrangements as well as fulfilling all necessary financial obligations. Clubs may currently use fundraised or donated monies to be reimbursed for travel expenses such as lodging, rentals and airline tickets. However, all expenditures must be deemed acceptable for reimbursement.

To receive reimbursement for approved expenses, original receipts must be submitted to the Club Sports Director within 48 hours of return. A legitimate receipt must be on business letterhead, with the correct dates, and the amount paid clearly stated, as well as who purchased the services. The individual being reimbursed must submit a completed requisition form with the appropriate documentation.

Clubs traveling without the permission of the Club Sports Director may not receive reimbursement for their travels and may face other punishments including fines, suspension, probation and/or dismissal from the program.

For additional information, please see the “Finances” section of this handbook.

#### E. Additional Travel Information

**Responsibilities of club officers during Club Sports travel include, but are not limited to:**

- Supervising the conduct of the members on the trip, and ensuring that all drivers drive in a safe manner.
- If an accident occurs, follow the steps in the “Reporting an Injury” section (pg. 15) of the *LMU Club Sports Handbook* to the best of their abilities.
- Informing club members failing to abide by conduct policies that they are subject to suspension and/or expulsion from the Club Sports Program. Additionally, letting them know that they may also be referred to the Office of Judicial Affairs and charged under violations of the “Student Conduct Code” in the *Community Standards Booklet*.

If league or tournament rules require verification by the University, travel must already be approved for the trip and any documentation to be completed by the University must be submitted at least fourteen (14) days prior to the event. The turnaround time may be around a week so clubs need to plan accordingly.

It should be emphasized that the University assumes no responsibility for the use of private vehicles. The owner/driver of the vehicle assumes total liability including responsibility of passengers. **Therefore all drivers are required to have a valid driver’s license and insurance coverage.** Travel in all vehicles is limited to current club members, who must abide by all rules and regulations governing the use of vehicles. No vehicles carrying more than 8 passengers shall be rented, driven, or inhabited by Club Sports members.

Each member of the club **must** complete and submit an *Authorization for Release of Driver Record Information* form, along with a copy of their driver’s license, to the Club Sports Office. This allows the University to access participant driving records from the DMV. From this information, **an “Approved Driver’s List” will be created for each club and only individuals on this list will be permitted to drive during any club-related competitions/functions.**

For all travel, clubs must designate a “Trip Coordinator” (via the Online Travel Request Form) for their trip. This individual will be responsible for meeting with a designated Club Sports staff member to go over all trip details. Once all trip requirements are met, travel will be approved for the trip. **Travel is not (and will not be) approved until a travel request is submitted and a travel meeting occurs.** Once all of this occurs, an email will be sent to the club informing the leadership of the status of their trip. If an email is not received, travel has NOT been approved or permission has not been granted.

Clubs must notify the Club Sport Director in the event that a change in plans occurs or an emergency arises. Additionally, any accident or incident that occurs must be reported immediately to the director. All club officers and coaches should have the Club Sports Director’s emergency phone number on hand at all times.

The club members are expected to represent the University in a positive fashion and to act in a responsible, sportsmanlike manner while traveling and representing the University.

Club Sport participants may be liable for injuries and harm that occur during events. For this and other reasons the purchase of liability insurance is urged. The participants in these activities are solely responsible for their health, safety, and welfare. LMU, its employees and agents assume no liability for Club Sports activities.

## OPERATIONS GUIDELINES

### A. Facility Reservation Guidelines

As a benefit to reporting to the Department of Campus Recreation and falling under the Club Sports Program, sport clubs receive priority booking in all Campus Recreation facilities and fields over other non-reporting student organizations/groups as long as space is available. Available recreational facilities, where priority exists, include all of the following:

1. Hannon & Leavey Fields
2. Burns Recreation Center Courts 1 & 2
3. Burns Recreation Center Back Court
4. Burns Recreation Center Pool
5. Burns Recreation Center Studios 1 & 2
6. Burns Recreation Center Classroom
7. Club Sports Storage Closet

For sport clubs reporting to CREC, scheduling of the aforementioned facilities may be done directly through the Club Sports Director and/or the appropriate, Campus Recreation scheduling supervisor. In all cases, the Club Sports Director should give his/her approval before any reservations are confirmed to make sure clubs are in good standing with the Club Sports Program, CREC, SLD and LMU.

#### ***Requests for Practices/Competitions/Meetings***

For priority scheduling of the Campus Recreation facilities/fields, clubs must make and submit facility reservation requests through the Club Sports Director by no later than the end of the first week of classes each semester. However, in order to receive the best availability, clubs should make requests as far in advance as possible. For the best opportunity to get Spring Semester reservations, requests should be made no later than the set deadline for reservations. For more information on the set deadline for Spring Semester reservations, please see the "Spring Semester Facility/Field Requests" date stated in the "Club Sports Important Dates" section at the beginning of this handbook.

Clubs should remember the following things when making facility/field reservation requests to the Club Sports Director for home competitions, practices, and/or meetings:

- **Requests for regularly scheduled practice sessions and/or games may not be made until the Club is fully registered with Campus Recreation and copies of *Student Release / Medical Insurance Coverage Form* have been submitted for all individuals participating in the respective club activity.**
- Home game requests should be made as soon as possible to ensure availability.
- "In-season" clubs will have priority in scheduling over "out-of-season" clubs.
- Facility assignments will be made with an emphasis on equitable distribution of practice and game dates.
- Athletics fields and services (including trainers) are not under the supervision of the Department of Campus Recreation; and therefore, are not available to sport clubs unless special arrangements have been made between the Club and the Athletics Department.
- **For all sport club tournaments held on campus, each and every visiting teams/clubs must provide a certificate of insurance, naming LMU as "an additional insured", to the Club Sports Office prior to participating in the event. If this documentation is not provided, the visiting team will not be eligible for competition in the event.**
- For any events hosted by LMU sport clubs not deemed to be a part of a tournament format (e.g. "hosted games" where LMU is not participating), facility/field assignments and reservations must first be approved by the Department of Campus Recreation. Clubs must also make sure that all visiting schools/clubs, go through the LMU Scheduling Office by providing proof of insurance, signing a rental agreement and paying any rental fees (if necessary). If it is determined that a club has scheduled a "hosted game" without the

proper approval of the Club Sports Director and/or going through the proper protocol (e.g. the LMU Scheduling Office), it may result in the loss of facility-use privileges for the sponsoring club.

- **To reserve any Campus Recreation facility after the specified deadline/date, a written request (preferably via email) must be submitted to the Club Sport Director. Facility requests must be completed at least two (2) weeks in advance for any type of home competition, and one (1) month in advance for any type of on-campus tournament.**
- Due to the fact we have multi-use facilities/fields, not all facility requests can be accommodated. Your understanding of the situation and flexibility is greatly appreciated. Use of all Campus Recreation facilities for practices, competitions, meetings, social functions and membership recruitment is based on availability.
- In an attempt to “lock in” department facilities reservations, please contact the Club Sport Director as soon as possible. Requests for the following academic year should be submitted in the Club Sports Annual Report and/or by the final club officers’ meeting in the Spring Semester.
- Clubs should not schedule a practice, game, or event without receiving confirmation of the facility request.
- Each club is expected to treat all facilities with care. All facilities must be kept clean and returned to their proper setting after each practice or game. Any misuse of facilities (failing to make a reservation, not following procedures, disregarding request to not use facility, not returning equipment or mats to proper place, etc.) may cause a loss of facility usage or Club Sport status.
- Any problems or damage to facilities should be reported to the Club Sport Director or a Campus Recreation supervisor immediately.
- Animals are not allowed on/in University facilities (exception: assistance animals on a leash).
- Smoking and the consumption of alcohol are not permitted in or on Campus Recreation facilities. Eating and non-alcoholic beverages are permitted in designated areas with prior approval.
- The Campus Recreation staff reserves the right to cancel or postpone an event due to inclement weather, facility condition, or other facility conflicts. Clubs are responsible for abiding by these decisions. **Campus Recreation will not be held responsible for any fines dispensed by leagues, associations or national governing bodies.**
- When “home” games or events are scheduled using University facilities, the club is responsible for all aspects of game management. The club should be aware of and make arrangements for parking, site preparation, equipment set-up and taken down, conduct of participants and spectators, crowd control, facility clean-up, locker room scheduling, care of visiting team and official, etc.
- In sports considered “high risk” or for competitions that require the services of a certified athletic, all cost incurred for staffing a trainer may be deducted from the club’s Campus Recreation allocation as long as funds are available.

### ***Requests for Special Events***

When making a facility request for a special event outside of a normal competition, practice, meeting and/or Campus Recreation facility (e.g. fundraiser, dinner, dance, performance, etc.), all sport clubs must go through the Office of Student Leadership & Development. In doing so, a *Student Leadership & Development Activity Planner* must be completed and turned in to the SLD Event Scheduler located on the 2<sup>nd</sup> floor of the Malone Student Center.

I have to beg you to not allow any student event to take place in your facilities without an Activity Planner. Also, I must re-emphasize that as the last step of event planning process, I need the Activity Planner. You can keep a copy of it for your files, but please remind all students that their events are not confirmed until the Activity Planner has made it back to my office.

The official special event scheduling/booking process for all student groups is as follows:

1. Student group obtains Activity Planner from SLD or online at [www.lmu.edu/sld](http://www.lmu.edu/sld).
2. Student group completes Activity Planner in its entirety by completing all sections of the form.
3. Student group takes Activity Planner to obtain all necessary signatures. For special events being held in /on Campus Recreation facilities, the following staff members should be consulted:
  - a. Assistant Director of Facilities (Matt Peceimer) – Burns Recreation Center Back Court, Center Courts 1 & 2, Studios 1 & 2, and Classroom
  - b. Assistant Director of Aquatics (Abel De Loera) – Burns Recreation Center Pool and Pool Area
  - c. Assistant Director of IM & Club Sports (Raamen Bass) – Hannon Field and Leavey Field.
4. The appropriate person signs the Activity Planner, if approval is given for the student group to have an event in/at the facility.
5. Student group returns the signed Activity Planner to SLD Event Scheduler (Brandi Virden).

All equipment requests for special events and/or normal club activities (e.g. competitions, practices, meetings) should go through SLD, especially if the equipment is not in-house equipment. **In all cases, the Club Sports Director should be informed of the event and give his/her approval before making any arrangements.**

## **B. Facility/Field Safety Practices**

It is the responsibility of University and the Department of Campus Recreation to provide as safe a learning environment as possible. However, it is also the responsibility of club officers (and coaches) to make sure the provided learning environment is safe before conducting any club activities. Prior to the start of practices or competitions, officers should inspect the facility/field and equipment for safety hazards and unsafe conditions. If the officers cannot make safety provisions, it is the officers' responsibility to contact a Campus Recreation supervising employee. Do not start a practice or game if unsafe conditions are present.

It is the responsibility of the Club to properly use facilities and equipment, and clubs will be charged for any damages that occur during their activity. All facilities and equipment must be kept clean, in proper working order, and returned to their pre-event condition after each practice, game, or event.

Fields may not be used when it is raining or following significant rain. Fields may not be used when the "Field Closed" signs have been posted by Facilities Management and/or Public Safety. Campus Recreation staff reserves the right to cancel or postpone an event due to inclement weather, facility condition, or other facility conflicts. Clubs are responsible for abiding by these decisions. **Campus Recreation will not be held responsible for any fines dispensed by leagues, associations or national governing bodies.**

In case of rain during a scheduled practice time, field clubs will have the option of having a limited practice in either Burns Recreation Center Back Court or Court 2 (if the space is available). If multiple field clubs are in need of facility space because of inclement weather, only up to two clubs (per day) may reserve space. Clubs "in season" will have priority in reserving space.

**Misuse of facilities (not using a reserved space, not following facility-use procedures, and leaving debris and equipment) may result in the loss of facility-use privileges for the Club.**

## **C. Equipment**

Each sport club is responsible for its own equipment inventory and purchasing. Individual clubs should define and employ methods for equipment control, inventory, and maintenance.

Equipment should be inspected and inventoried prior to the start each of the academic year or season, whichever comes first. Additionally, equipment should be inspected for safety throughout the season. Each club is responsible for the care and maintenance of their equipment.

All Club Sports equipment (utilized by a sport club and belonging to Campus Recreation) must be accounted for in a year-end inventory in the *Club Sports Annual Report*. The club and/or individual members may be billed for lost or damaged equipment. Damage, theft, or loss should be reported to the Club Sport Director immediately.

All Club Sports equipment must be stored on-site at the appropriate facility unless previously approved. Storage needs for Club Sports equipment should be discussed with the Club Sport Director. Storage for Club Sports equipment may be provided in the Burns Recreation Center Club Sports Storage Closet, as long as space is available. Club members are responsible for keeping this area clean and accessible throughout the academic year. ONLY club-related equipment may be stored in this location at any time. NO food, beverages or perishable items may be stored in this location.

In some cases, there is the potential to check out additional recreational equipment with an appropriate student ID card from the Burns Recreation Center Front Desk and/or Pro Shop. Please contact the Club Sports Director or the Assistant Director of Facilities for additional information.

All Club Sports equipment purchased from Campus Recreation funds automatically is property of the University and CREC. It may not be sold or traded without prior approval of the Club Sport Director. **All equipment purchased using allocated funds must be made with the prior approval of the Club Sports Director.** For more information on purchasing practices, please refer to the "Finances" section of this handbook.

### ***Tips for Equipment Control***

1. Ensure that all equipment is properly marked with the LMU name and/or club name.
2. Check out equipment from the Club Sport Director for seasonal use by the club.
3. Keep a written record of equipment issued to club members.
4. Collect all the club equipment from members and return it to the Club Sport Director at the conclusion of the season.
5. Inspect the equipment on a monthly basis or as needed.
6. Maintain and repair equipment as needed.
7. Submit an annual equipment inventory report, to be included in the Club Sports Annual Report, to the Club Sport Director at the end of the academic year.

### **D. Uniforms**

All Club Sports teams representing Loyola Marymount University, hence all competition uniforms, must have “LMU” or “Loyola Marymount University” listed on an article of the uniform. The following is required in order to be in compliance with the Club Sports Office:

- All club uniform designs must receive the approval of the Club Sports Director prior to being made. This is to help ensure the appropriate use of the “LMU” or “Loyola Marymount” name and/or logos.
- All club uniforms must be approved by the Club Sports Director before being purchased.
- The use of certain “LMU” logos and scripts (e.g. Athletics logos) must be approved before being placed on a club’s uniform. Because Athletics logos are trademarked and licensed, club must go through a licensed Athletics vendor in order to gain approval for use.
- Symbols that are representative of the sport may be used in addition to “LMU”.
- The use of “Loyola” as a substitute for “LMU” is not acceptable.
- If a club chooses to purchase uniforms, the uniforms are considered property of the Club. They should be collected at the end of each academic year and kept for the following year. Any lost or damaged uniforms should be charged to the individual club member. This is to help ensure that uniforms are passed on from year-to-year so clubs have something to compete in.
- In all cases, please check with the Club Sports Director for more information and/or approval.

### **E. Publicity and Media Relations**

All club promotional or publicity materials must be approved by the Club Sport Director and/or the SLD Club & Program Coordinator prior to distribution. The purpose of publicity is to attract new members and inform the campus community of club activities and achievements.

By reporting to the Club Sports Program, clubs may also receive publicity in Campus Recreation brochures, bulletin boards and through the departmental website. For posting of information through these outlets, please contact the Club Sports Director and/or Campus Recreation Marketing Team.

Each club is encouraged to develop and maintain a club web site and e-mail address. The Office of Student Leadership & Development provides limited but free web space for all registered clubs. All club websites are required to follow University guidelines and only approved sponsors may be listed on club websites.

Each club should have a method for dealing with the following publicity concerns:

1. Keeping the Club Sports Director informed of all practices, games, tournaments, results, etc.
2. Developing promotional ideas and materials
3. Complying with University policy regarding distribution and posting of printed materials.
4. Developing contacts with campus marketing outlets and submitting to them schedules, results, special events, special features, etc. for publication.

For more information concerning on/off-campus advertising and publicity, please refer to the *Club, Organization, & University Program Resource Manual* provided by SLD.

# FINANCES

## A. Funding & Budget Guidelines

- The Club Sports Program receives an allotment from the University to help clubs with their operational needs and expenditures. Similar to other sources of funding which specify what funds may be used for (i.e., Student Reserve Board), funds allocated from the Department of Campus Recreation may only be utilized for pre-determined, operational needs.
  - The financial support of the University for the Club Sports Program is derived from student dues and from budget requests submitted to Campus Recreation.
  - This funding in no way indicates that the University, its employees, or agents are supervising the activity.
  - Funds for club expenditures can only be dispersed in three ways. They are through invoice, purchase order or reimbursement. More often than not, invoice or reimbursement will be used for all club expenditures.
  - In all cases, expenditures must be acceptable and may require prior approval.
  - Types of acceptable operational expenditures include but are not limited to travel, officials' fees, league fees, coach's fees, fundraising, and equipment. However, for the Campus Recreation allocation, funds may only be spent on the following:
    1. League Dues
    2. Tournament Fees & Officials' Fees
    3. Athletic Trainers (or Safety Personnel)
    4. Non-Personal Sports Equipment
    5. Facility Rental Fees
  - Club officers are responsible for ensuring that expenses do not exceed income and that funds are spent according to policy.
  - **All expenditures over \$250 will require the prior approval of two club officers, the Club Advisor and the Club Sports Director. Clubs should complete the *Expenditure Approval Form* before making any purchase over \$250.**
  - Clubs will have two different accounts with the University: 1) a University/SLD account and 2) a Campus Recreation account. These accounts are both supervised by the Department of Campus Recreation:
    1. **University or SLD (#81-)** Account – Can deposit allocations received from ASLMU Student Reserve Board into this account, as well as membership dues and fundraising revenue. All club donations MUST go into this account. This account rolls over from year to year.
    2. **Campus Recreation (#11-2-)** Account – Any funding/allocation received from Campus Recreation will go into this account. Can only deposit club membership dues and funds generated from fundraising into this account. This account does not roll over from year to year. All funds in this account must be used or they are lost.
- NOTE: No sport club may have an account at a financial institution outside of the University**
- All club donations must go through the club's University or SLD account. In order for a donor to get credit from the University for his/her gift, the donation must be recognized and processed by the University (University Relations) and Campus Recreation.
  - Any equipment or items purchased with funds from a club's Campus Recreation allocation will become property of Campus Recreation.
  - All first-year clubs will either receive no funding or a cap on its allocation (dependent upon overall clubs requesting funds) for its entire first full year in existence. This is done to show Campus Recreation that the club is self-sufficient.
  - The use of the LMU name in relation to a sport club in no way indicates responsibility for any debts, obligations, or other damages that occur due to the activity.

### ***Tips for Financial Stability***

1. Learn how to prepare an accurate and realistic budget request. Review old budgets, equipment catalogues, invoices, receipts, etc. for information on fees and costs.
2. Once funds have been allocated, prepare an adjusted budget to accommodate the differences between the request and the actual allocation.
3. Stay within the budget. Spend money carefully as outlined in the budget. Receipt all expenses, keep copies of invoices, and record all deposits on time.
4. Pay league dues and bills on time.
5. Seek the prior approval of the Club Sports Director for all expenditures.

6. Utilize a separate budget for any major event (tournament, fundraiser, etc.), which itemizes all projected expenses and income.
7. Record all income on a ledger sheet and deposit it the day it is received.
8. Maintain accurate, current, financial records. Records are subject to review and audit upon request by the Club Sports Director.

## **B. Budget Request Guidelines & Procedures**

Each sport club should set objectives for expenses and revenue generation during the year. Every club should maintain an accurate record of accounts, and create an anticipated budget for each academic year. Items that should be anticipated include membership recruitment, competitions, travel, coaching, publicity, equipment, and other related operational costs. A specific plan should be developed for the generation of income. Once objectives have been established, the task of preparing a detailed, realistic budget request should be easy to adhere to and track.

The following are guidelines and procedures to be followed for any sport club looking to request an allocation from the Department of Campus Recreation:

- Each sport club must apply for a Campus Recreation allocation by submitting a *Budget Request Form* (which should be included along with the submission of the *Campus Recreation Annual Report*).
- The *Budget Request Form* can be obtained from the Club Sports Office, upon request.
- Budget requests must itemize all anticipated expenses for league/association dues, tournament/competition entry fees, equipment needs (and/or facility-use costs), and sport medicine/athletic training needs.
- A club's budget request will be due in mid-April (see the required deadline in the "Club Sports Important Dates" section of this handbook) for allocation consideration in the following academic year.
- Late or incomplete funding requests may not receive full consideration.
- Only clubs that meet the requirements for club recognition and have fulfilled all club obligations and responsibilities will be considered for funding.
- Each club will be reviewed annually to determine its' ability to meet student's needs and achieve stated purposes and goals. These club requirements are detailed throughout this handbook, as well as in each club's individual club constitution.
- The "Club Sports Budget Committee" (and/or Club Sports Council) will recommend allocations to the Club Sports Director, who in consultation with the Director of Campus Recreation, will make the final allocations.
- The Club Sports Director will then announce final, Campus Recreation allocations at the "Treasurer/Financial Officers' Meeting" at the start of fall semester the year the allocation is to be awarded.

## **C. Fundraising**

The following procedures must be followed in all fund-raising activities involving solicitation.

- A club officer should meet with the Club Sports Director prior to beginning the solicitation process. He/She can assist with contact information for the club and serve as a liaison with University Relations.
- All correspondence must be approved by the Club Sports Director and the Division of University Relations prior to it being sent to perspective donors.
- Donations must be made payable to LMU and deposited in the SLD account for each club.
- Donors will receive acknowledgement of their gift that can be used for tax purposes.
- SLD account funds may be accessed in the same manner as club allocations.

The following procedures must be followed in all fundraising activities involving the sale of items.

- A club officer should meet with the Club Sports Director to discuss all items that will be for sale.
- All items and the design of said items must be approved prior to purchase and sale.
- In addition, the requirements of the Department of Student Leadership & Development will also apply.

**The sale of alcohol/drugs or alcohol/drug-related items is prohibited.**

## **D. Campus Recreation Allocation Points System**

In order to be eligible for an allocation from the Department of Campus Recreation, each sport club must submit a detailed budget request to the Club Sports Office by the end of the spring semester the prior year. **Clubs that do**

**not submit a budget request for funding will not receive an allocation from Campus Recreation.**

While the Club Sports Director, in conjunction with the Director of Campus Recreation, ultimately has final approval on the overall amount of monies available to be allocated and assigned to each club, the following point system will aid in determining the amounts assigned to each individual club.

The point system works on a “plus/minus” model. Clubs may earn points in up to eight (8) categories: *Membership; Meeting & Training Attendance; Administration; Equipment & Facility Rental; Fiscal Management; Risk Management & Safety; Discipline; and Community Service*. Club points are reset every year following the spring semester. Below is a detailed description of the categories and corresponding point awards. Each club member should be informed of the allocation points system, as each member can have a major impact.

Each point is worth a certain dollar value, based on the overall positive amount of points available. The worth of the each point is determined by the total Club Sports Program budget divided by the total amount of points awarded to all the clubs. *(For example, if the total Club Sports Program budget is \$25,000 and the total amount of points for all clubs is 500 points, then each one (1) point a club earned would be worth \$50.)* Depending on the tier placement, each club’s point total will then be weighted to determine the club’s final allocation amount. *(Given the previous example, a Maroon-level/Highly-Competitive club with 40 total points – weighted by 1.5 of the point total – would have a final club allocation of \$3000 whereas a Navy-level/Semi-Competitive club with the same total point value would end up with a club allocation of \$2000.)*

The points system will serve as a guideline for the distribution of funds for all club allocations. However, final club allocations are at the discretion of the Club Sports Director, and clubs that violate the spirit and the intent of the program (and/or of its’ individual club) may be sanctioned accordingly.

**Category 1: Membership**

Official membership count of the club will be taken during the beginning of the Spring when the updated roster is submitted.

*Point Breakdown:*

- **Point Value = Club Member Range (Max 5 Points)**
  - 1 Point = 5-10
  - 2 Points = 11-20
  - 3 Points = 21-30
  - 4 Points = 31-40
  - 5 Points = 41+

**Category 2: Meeting & Training Attendance**

1. Meeting Attendance

There will be various MANDATORY Club Sports Officers’ meetings scheduled during the academic year. The meetings are generally held at the beginning of each semester as well as occasionally as needed throughout the rest of the academic year. These meetings can be attended by any officer representative from the club (unless stated that all officers must be in attendance). There will also be other meetings such as financial officers’, budget request, and Club Council meetings at which each club is expected to attend and be present. Points will be awarded for meetings attended, and points will be deducted for meetings not attended.

*Point Breakdown:*

- **Meeting = Point Value (Max 20 Points)**
- Fall Club Sports Officers’ Meeting [All officers to earn points]: 3 Points
- Fall SLD Orientation: 3 Points
- Fall Treasurer/Financial Officers’ Meeting: 3 Points
- Coaches’ Meetings [All club coach(es) to earn points]: 2 Points
- Spring Club Sports Officers’ Meeting: 2 Points
- Spring Budgeting Request Meeting: 2 Points
- New Officers’ Training Meeting [All new officers to earn points]: 3 Points
- Club Council Meetings: 2 Points
- Missed Mandatory Meetings: *1 Point will be deducted each time a club does not have a representative at one of the aforementioned meetings.*

2. Training Attendance

There will also be a variety of training sessions/workshops provided by the University in which club officers can attend to earn extra points. Some of the meetings include but are not limited to the following.

*Point Breakdown:*

- **Meeting = Point Value (Max 10 Points)**
- SLD Leadership Institute Workshops: .5/1 Point Each
- SLD Leadership Lunch: .5/1 Point Each
- SLD Leadership Take Out [75% club attendance or more]: .5/1 Point Each
- SLD Leadership Institute [If a member enrolls]: .5/1 Point
- Other Univ. Training Workshops [75% club attendance or more]: 1 Point Each

**Category 3: Administration**

1. Club Sports Registration Paperwork

To be turned in to the Club Sports Office by required fall semester deadline. If the club fails to turn in the paperwork by the deadline a hold will be placed on the club's account(s) until the paperwork is received.

*Point Breakdown:*

- **Form = Point Value (Max 20 Points)**
- Club Constitution: 3 Points
- Club Officer & Member Roster: 3 Points
- Advisor's Agreement: 3 Points
- Hazing Policy Form: 3 Points
- Medical Release/Liability Waiver Forms [at least 75% of roster]: 6 Points
- Coaching Agreement(s) [If applicable]: 2 Points
- Missed Paperwork: *1 Point will be deducted each time a club does not have one of the aforementioned forms completed by the registration deadline.*

2. Annual Reports

An annual report is required of each club at the end of the spring semester. This should be submitted via the Club Sports website by the required deadline. If the club fails to turn in the form by the deadline a hold will be placed on the club's account until the form is received.

*Point Breakdown:*

- **Form = Point Value (Max 5 Points)**
- CREC Annual Report: 3 Points
- SLD Annual Report: 2 Points
- Missed Report: *A negative point (-1) will be given if a club does not submit the aforementioned form(s) by the required deadline.*

3. Facilities Requests/Schedules

In an attempt to streamline the scheduling and allow for better club promotion, each club should submit its facilities requests by the required deadline.

*Point Breakdown:*

- **Form = Point Value (Max 2 Points)**
- Spring Facilities Request [deadline in fall semester]: 1 Point
- Fall Facilities Request [included in Spring Annual Report]: 1 Point

4. Communication

Points will be distributed at the discretion of the Club Sports Director based on the following:

- Club officers maintaining direct communication with Club Sports Office
- Clubs will also receive points based on the number of individual club meetings they are supposed to schedule with Club Sports Office and attend throughout the year based on their tier level status.

5. Missed Deadlines

The Club Sports Program works efficiently when administrative deadlines are met.

*Point Breakdown:*

- **Deadline = Point Value**
- 1 Point will be deducted for every additional deadline missed outside of the aforementioned

**Category 4: Equipment & Facility Rental**

1. Equipment Rental

This category includes "capital" expenses for equipment that is required to compete in a sport (i.e., goals, field markers, balls, net, etc.). Funding is not allocated for personal equipment.

*Point Breakdown:*

- **Point Value = Expense Range (Max 5 Points)**

- 1 Point = \$5-\$100
- 2 Points = \$101-\$500
- 3 Points = \$501-\$700
- 4 Points = \$1001-\$1500
- 5 Points = \$1501+

2. Facility Rental

The category allows for expense of facility rental, solely for clubs that do not have practice facilities available on-campus to utilize in order to participate in the league.

*Point Breakdown:*

- **Point Value = Expense Range (Max 20 Points)**
- 5 Points = \$100-\$1000
- 10 Points = \$1001-2500
- 15 Points = \$2501-5000
- 20 Points = \$5001+

**Category 5: Fiscal Management**

1. League and Entry Fees

Points are awarded according to how much a club has to spend to join their regional or national governing body and how much it has to pay to enter **league** competitions or tournaments. **Note:** non-league and post-season competitions are not included.

*Point Breakdown:*

- **Point Value = Expense Range (Max 5 Points)**
- 1 Point = \$0-\$250
- 2 Points = \$251-\$500
- 3 Points = \$501-\$750
- 4 Points = \$751-\$1000
- 5 Points = \$1001+

2. Operating Expenses

This category includes expenses that are required to host an event (i.e., officials' fees, sports medicine expenses, athletic trainers' fees, field lining paint/services, etc.).

*Point Breakdown:*

- **Point Value = Expense Range (Max 5 Points)**
- 1 Point = \$25-\$100
- 2 Points = \$101-\$250
- 3 Points = \$251-\$500
- 4 Points = \$501-\$1000
- 5 Points = \$1000+

3. Budget Request Form

A club's budget request is to be submitted by the required deadline in the spring semester if a club wants to apply for funding from the Department of Campus Recreation. This document is to be turned in with the CREC Annual Report to the Club Sports Office at the end of the spring semester. If a club does not submit a budget request for funding, the club will not receive an allocation from Campus Recreation for the following year.

*Point Breakdown:*

- **Form = Point Value (Max 2 Points)**
- CREC Budget Request Form [Fully completed]: 2 Points

**Category 6: Risk Management and Safety**

1. Travel/Event/Practice Schedules

Club Sport teams travel very frequently for competitions and activities. It is extremely important for risk management, liability, and record keeping purposes that the Club Sports Office is aware of **every** instance that a Club team or a member of a Club team travels for a club-related function. A Travel Itinerary must be turned in to the Club Sports Office no later than one (1) day prior to the date of departure (Friday for a weekend trip). If the online form is submitted and received on time but is incomplete or has members traveling who have not completed a Campus Recreation *Student Release / Medical Insurance Coverage Form*, **the form must be completed prior to departure.**

*Point Breakdown:*

- **Form = Point Value (Max 20 Points)**
- Scheduled Travel In-State 1 Point Each
- Scheduled Travel Out-of-State 2 Points Each
- Each Missed Travel Itinerary 2 Points Deducted for Each

2. CPR/First Aid Certification

A club can earn additional points if 2 club officers have current CPR & First Aid certification. Campus Recreation will certify 2 officers from each club at no cost.

*Point Breakdown:*

- **Club Member = Point Value (Max 5 Points)**
- Certified Officer 2 Points Each
- Each Coach Certified 1 Point
- Missed Deadline: *A negative two points (-2) will be given if a club does not have its Safety Officers designated by the required deadline.*

**Category 7: Discipline**

As students of Loyola Marymount University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Club Sport-related activity (including misuse of equipment or facilities) will jeopardize the club's continued status as a recognized sport club. Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Campus Recreation, Student Leadership & Development, and/or LMU. A more detailed description of disciplinary actions and consequences is listed in the "Club Participants Responsibilities" section.

*Point Breakdown:*

- 1<sup>st</sup> Minor Violation: 2 Point Deduction
- 2<sup>nd</sup> Minor Violation-Written Warning: 5 Point Deduction
- 3<sup>rd</sup> Minor and/or Major Violation- Probation: 10 Point Deduction
- 4<sup>th</sup> Minor and/or 2<sup>nd</sup> Major Violation-Suspension: 20 Point Deduction (Allocation Withheld)

**Category 8: Community Service**

The Club Sports Program encourages clubs to become involved in community service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Involvement in community service projects helps to create a positive image of your club and the Club Sports Program. Ideas for community service projects that a club wants to organize or get involved with can be formulated in conjunction with the Center for Service & Action.

In order for the club to receive points for the activity, the club must take care of the following:

- Update the Club Sports Office about the community service activity/project prior to the start of the event.
- Verify participation by receiving a signature from the event/site manager supervising the community service project. This can not be a club member or coach.
- Results of the event must be reported to the Club Sports Office within one (1) week of the conclusion of the event.

*Point Breakdown: Maximum 5 Points*

- Community Service Project: 1 Points Each