

SPORT CLUBS MANUAL

Sport Clubs

The Sport Clubs Program at Cal Poly Pomona (CPP) offers a variety of sports and activities to the student community at recreational, instructional, and competitive levels.

The Sport Clubs Program consists of student-initiated and student-run organizations, registered with the office of Student Engagement, Leadership, and Success (SELS). Under the guidance of the student officers, Sport Clubs create practice schedules, coordinate competitions, games, matches, etc. against other university or collegiate club teams, organize travel arrangements, budget and monitor finances, establish bylaws, and participate in organizational meetings held by SELS and Associated Students Incorporated (ASI). The students are ultimately responsible for operating the Sport Club and work in conjunction with SELS and ASI to comply with specific rules and regulations of the California State University System, Cal Poly Pomona, and when applicable, the sport's national governing body (NGB).

The Sport Clubs Program at CPP is committed to providing opportunities for competitive sports programming in order to promote student leadership, enrich the university experience, and foster the development of the mind and body for the student community.

As a program of Associated Students, Inc. (ASI) at Cal Poly Pomona, the purpose of Campus Recreation is to provide recreational opportunities that inspire and cultivate healthy lifestyles, continuous personal growth, and an inclusive community.

Sport Clubs Criteria

- Approved club with the office of Student Engagement, Leadership and Success
- Meet and practice regularly engaging in an activity (sport) involving physical exertion and skill
- Travel and compete throughout the year
- Must maintain membership of a National Governing Body or Association (if applicable)
- Must be in good standing with the Sport Clubs Program administration

Membership

Individual Member Requirements

1. Maintain full-time enrollment status at Cal Poly Pomona
2. Complete individual registration forms
3. Adhere to all university, ASI Campus Recreation, and Sport Club Program policies, procedures, expectations, and code of conduct

Annual Submission Requirements – Sport Clubs Registration

Each Sport Club must first complete the official registration process with SELS. Once clubs are officially registered with SELS, the following requirements to be registered as an active Sport Club with ASI Campus Recreation:

Sport Club Application or Sport Club Registration Packet

Requirements to Begin Practice, Travel, and Compete

Copy of two CPR/AED/First Aid certifications

Individual Registration Packet

Completion of online concussion module

Complete Baseline Concussion Testing (if applicable)

Expectations

Sport Club Officer Expectations

Sport Club officers must adhere to the following expectations to ensure success of their sport club and the Program.

1. Communication: As a student organization, communication is vital to the success between the Sport Club Officers and members as well as the Sport Clubs Program Staff
 - Communication also involves promptly replying to phone calls, emails, and inquiries. It is also extremely important for Club Officers to relay all information to members.
2. Read and understand the contents of the Sport Clubs Manual
3. Attend all required Sport Clubs Program trainings and meetings
4. Submit all required forms on time
5. Inform club members of all applicable policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations
6. Ensure all club members are exhibiting proper conduct and professionalism while representing Cal Poly Pomona and ASI Campus Recreation
7. Ensure club is compliant with University, ASI Campus Recreation, and Sport Club Program policies, rules and guidelines
8. Maintain compliance with local, regional, and/or national governing associations
9. Ensure all club financial accounts and budget obligations are met
10. Arrange all facility reservations for club activities through the appropriate departments
11. Ensure all 25live reservations are submitted at least 15 business days prior to event date
12. Ensure all events are entered onto DSE at a minimum of 10 business days prior to event date
13. Schedule an officer or coach to be present at all club practices, games, and activities
14. Inspect facilities prior to all practices, games, or activities for safety and maintenance needs
15. Leave facilities at requested time with appropriate clean up
16. Ensure equipment and supplies are returned in an appropriate condition
17. Notify the Sport Club staff of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities
18. Adhere to the travel guidelines

Code of Conduct

All Sport Club members are obligated to conduct themselves and sport club operation in a manner that is in line with the University and ASI's mission, vision, and values. Individuals must

conduct themselves in a way which does not detract from the reputation of the university, both on and off the field of play.

Refer to the Cal Poly Pomona Student Code of Conduct.

Hazing

Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section (Student Code of Conduct- Title V (Education); Division 5; Chapter 1; Subchapter 4; Article 2; Section 41301).

Disciplinary Guidelines

Violation of, or non-compliance with the ASI, University, SELS, or Sport Club Program policies may result in disciplinary actions prohibiting member or sport club participation.

The Sport Clubs Program staff will determine disciplinary action for major infractions. Depending upon the severity of the infraction, major infractions may be referred to the Office of Student Conduct and Integrity.

ADVISORS AND COACHES

Refer to the SELS Advisor Guide for eligibility requirements and advisor responsibilities.

Advisors cannot serve in the coach role for the same sport club. Advisors are intended to provide assistance, guidance, and support to the operations and growth of the sport club.

Coaches

Sport Clubs may seek the assistance of a coach. Coaches have many opportunities to provide a positive influence on student development (skill, leadership, social, and safety) through games, practices, and club activities for club members.

Coaches are eligible for reimbursement for expenses incurred while serving in their role with the club. Depending on the size of the club, nature of the club activity, and the clubs' needs, sport clubs are allowed to have student sport club members serve in the "coach" role.

Volunteer Coach Qualifications

- a) Volunteer coaches cannot be monetarily compensated
- b) Must be at least 18 years old
- c) Fill out and submit the Sport Clubs Coach Request Form
- d) Read, fill out, and log all hours on the Sport Clubs Volunteer Coach Form
- e) Have coaching qualifications and/or certifications

Coach Expectations

The role of coach is to work with the sport club officers to achieve the short and long term goals. Coaches should endeavor to develop and improve the skills of the members. Coaches must allow and encourage the sport club officers to manage the club's activities. Due to the Sport Club Program's emphasis on student leadership and development, the role of the coach is solely to coach/mentor and not to administrate.

- Coach expectations:
 - Prior experience coaching
 - Enable students to be involved in the management of the sport club
 - Supervise, mentor, and instruct team members
 - Coordinate and facilitate practice sessions and ensure team member safety and policy enforcement
 - Attend coaches' meeting
 - Be a positive role model and display high personal standards
 - Develop, educate, and improve individual and team sport skills
 - Facilitate training, establish team goals, conduct performance evaluations, monitor progress, and serve as a mentor
 - Enforce sportsmanlike conduct
 - Coordinate and facilitate leadership development with the student officers
 - Follow all ASI and university policies, Executive Orders, SEL or Sport Club Program policies

Practices

What is Considered a Practice?

- A "practice" is considered any period of time in which **four or more sport club members** participate in an activity that is directly related or supplemental to their sport club. Any club practice, whether it is scheduled in advance or spontaneous, must have the space reserved through the appropriate department. First aid kit and at least one safety officer whom is a member with an approved CPR and First Aid certification CPR must be at each practice.

Sport Clubs must provide all practice dates, times and locations to the Sport Clubs Staff.

Travel

All Sport Club travel must be reviewed by the Sport Clubs Staff and approved by the Sport Club Advisor

- Travel Process
 - Travel paperwork for reimbursed trips must be submitted to the Sport Clubs Program 15 business days in advance of the travel date to meet the ASI Financial Services deadline. If Sport Clubs are requesting a travel advance from ASI Financial Services, then travel paperwork is due 5 weeks in advance. For non-reimbursed trips, travel paperwork is due 10 business days in advance
- 25Live and DSE
 - Events must be entered onto 25Live at a minimum of 15 business days prior to the event date. Event must be approved prior to any travel. It is recommended that all travel is entered into 25Live as early as possible to avoid any complications with the approval timeline
 - Events must be entered into DSE at a minimum of 10 business days prior to travel date. It is recommended that all travel is entered into DSE as early as possible to avoid any complications with the approval timeline
- Travel Paperwork
 - Travel Itinerary Form
 - Trip Leader Form
 - Independent Travel Itinerary Form for members traveling separately
 - Release of Liability Form*
 - Authorization to Travel Form*
 - Travel Expense Claim Form*

*Required for reimbursed trips only
- Driver Requirements
 - Personal Vehicle Release Form for drivers
 - DMV Background Check for drivers
 - Personal Driver's Insurance for drivers
 - Completion of Defensive Driver Course for drivers
- Trip Procedures
 - Trip Leader
 - The Trip Leader is the person designated by the specific Sport Club who is in charge of trip logistics, communication and is responsible for implementing trip safety procedures. Trip Leaders are to be student members of the Sport Club team and must fill out the Trip Leader Agreement form to be approved by the Sport Clubs Program.
 - Trip Leader Responsibilities/Duties
 - Fill out and submit the Trip Leader Agreement
 - Ensure that all the required travel forms have been filled out and submitted on time
 - Inform the Sport Clubs office of any changes in trip details
 - Ensure that everyone on the trip abides by all the travel policies and procedures
 - Transportation
 - Travel in all vehicles is limited to current Sport Club members who must abide by

- all University, OSLCC, and ASI policies and State and Federal Laws.
- Personal Vehicle Travel
 - A Personal Vehicle Release Form must be on file for all personal vehicles used for Sport Club travel. The driver must provide a copy of liability insurance with a minimum of public liability coverage of \$15,000 for one person, \$30,000 for one accident, and minimum property damage limit of \$5,000.
 - Van and Car Rental Travel
 - When renting a van, Sport Clubs are not authorized to rent 15-passenger vans. Sport Clubs should use Enterprise for car or van rentals.
 - Bus and Air Travel
 - The selection of air carriers, planning of travel itineraries, and conduct of student travel should be done prudently, by university employees with demonstrated good judgement and with paramount concern for the safety of program participants. Each charter of aircraft or bus for purpose of CSU student air or bus travel shall include indemnity and co-insurance provisions (CSU Executive Order 1041)
 - During Travel:
 - A First Aid Kit must be readily available during the trip
 - All members should carry their personal health insurance cards
 - Members must abide all State and Federal laws

Absolutely no driving under the influence of drugs of any kind, or alcohol will be tolerated. All drivers must have refrained from consuming alcoholic beverages for at least 12 hours before a trip departure and must be completely alcohol-free.

Driver Safety

1. Passengers should help keep drivers alert and watch for signs of drowsiness
2. Drivers must adhere to posted speed limits and must obey all traffic laws and regulations
3. A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and remain awake through his/her duty as navigator
4. Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is in operation
5. It is recommended that drivers take a break every 3 hours
6. Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation
7. The following regulations concerning the balance of driving, sleeping, and breaks are to be followed:
 - Alternate drivers must be provided for trips expected to take more than 8 hours
 - No single driver should drive more than 7 hours or 500 miles, whichever comes first
 - If driving is shared, no more than 12 hours or 800 miles in a day

Safety and Risk Management

- Incident Reporting

- All incidents during Sport Club activities/events must be documented on an Incident Report and submitted to the Sport Clubs staff within 24 hours. Reports should include all relevant information related to the incident.

- Incidents include, but are not limited to the following:
 - Poor individual or team conduct
 - Player ejections
 - Alcohol and/or drug intoxication
 - Equipment or facility damage
 - Theft of department or participant equipment, gear, clothing, etc.
 - Any other occurrence that is beyond normal protocol

Injuries and Accident Reporting

All injuries and accidents that occur during any Sport Club activity, game, event, practice, etc., needs to be reported on an Accident Report within 24 hours.

Inclement /Hot Weather Guidelines

1. When temperatures are between 85° and 95°, the Safety Officer or Club Coach, Team Captain, or Club Officers must evaluate weather conditions related to temperature such as shade structure, breeze factor, humidity and pollutants. A decision will be made concerning a reduction in directed physical activities.
2. When temperatures are between 95° and 99°, the Safety Officer or Club Coach, Team Captain, or Club Officers should consider a reduction in activities such as running, jumping, and prolonged exposure to the sun. Activities should be adjusted to reduce strenuous exercises.
3. When temperatures are between 100° and 104°, there will be mandatory water breaks every 20 minutes for 10 minutes in duration. Limited activity will be allowed such as light drills with minimal exertion, no scrimmaging or running at full effort allowed.
 - a. Re-check temperature every 30 minutes for increased heat index
4. When temperatures reach 104° or over, ALL outside activities should be discontinued.

Heat Index Guide:

Heat related illness is the most preventable form of sports related injuries/fatalities. Sport Club Coaches, Team Captains, and Club Officers will monitor, and report on the Heat Index (combination of temperature and humidity) as follows:

- **Green** (Heat Index under 95 degrees) Unlimited activity
- **Yellow** (Heat Index 95-99 degrees) Modified activity including ample water, breaks every 30 minutes, and equipment removed when not in use such as helmets.
- **Orange** (Heat Index 100-104 degrees) Limited activity, breaks every 20 minutes, alter uniforms/equipment, monitor athletes closely.
- **Red** (Heat Index above 104 degrees) No Outdoor Activity.

AIR Quality Guidelines:

When threatening or dangerous air quality levels are present the Air Quality Index (AQI) increases, and the National Weather Service (NWS) issues a corresponding air quality alert. Those alerts and their corresponding behavioral modification recommendations for particle pollution can be found at <https://www.airnow.gov>

- Attentive monitoring of local AQI and associated air quality alerts, especially during times of extreme environmental conditions, is recommended.
- Exposure should be managed more conservatively for student-athletes with pre-existing pulmonary or cardiac conditions, which may exacerbate the complications of these conditions and lead to an acute medical emergency. **Specifically, at an AQI of 100 or higher**, the Safety Officer or Sport Club Coaches, Team Captains, or Club Officers should consider removing sensitive athletes from outdoor practice or competition venues and should closely monitor all athletes for respiratory difficulty.
 - Reduce heavy or prolonged exertion in sensitive individuals.
- **At AQIs of over 150**, outdoor activities should be shortened, and exertion should be minimized by decreasing the intensity of activity. Sensitive athletes should be moved indoors.
- **At AQIs of 200 or above**, serious consideration should be given to rescheduling the activity or moving it indoors. Prolonged exposure and heavy exertion should be avoided. Avoid all outdoor physical activity for sensitive individuals.
- **At AQIs of 300 or above**, outdoor activities should be moved indoors or canceled if indoor activity is not an option.

Additional Risk Management Guidelines

1. Sport Club officers, club members, and coaches should emphasize safety during all club-related activities
2. Sport Club Program strongly recommends that all sport club members have annual physical examinations
3. Clubs should inspect fields and facilities prior to every practice session, game, or special event and report unsafe conditions to appropriate staff
4. A first responder is required to be on site for all home games and competitions
5. Members are obligated to wear proper dress and appropriate protective equipment
6. Two club members and/or the coach must have CPR/first Aid/AED certification. A CPR/First Aid/AED certified member must be present at all activities
7. A first aid kit must be stocked and readily available at all activities.

Sport Club Finances

Funding for Sport Clubs is available through ASI. Refer to the Smart Spending Manual: Financial Forms, Policies, and Procedures for guidance on financial matters related to Sport Clubs

Sport Clubs Logo

The Sport Club logo shall be used in compliance with all university policies and guidelines. To use the Sport Club logo on uniforms, other apparel, and/or print and digital marketing, Sport Clubs must follow

the guidelines outlined below.

- The Sport Club logo cannot be altered
- The Sport Club logo cannot be used in any medium that includes offensive material
- The logo should be used for the sole purpose of supporting the Sport Club or a Sport Club event
- University colors (green and gold) shall be included in the product design as applicable
- Proof of advisor approval, prior to printing or production, must be documented and submitted to the Sport Clubs staff
- Items that contain the logo cannot be used for resale

