

**HUMBOLDT STATE UNIVERSITY
University Senate**

Resolution on Student Club and Student Organization Travel Policy

05-19/20 – UPC – December 10, 2019

RESOLVED: That the University Senate of Humboldt State University (HSU) recommends to the President that HSU adopt the attached policy to establish guidelines for official student club and student organization travel.

RATIONALE: *Currently there is not an official policy that exists at HSU for student club and student organization travel although student clubs and organizations have been following travel procedures that has been established through a collaboration between Administrative Affairs and Student Affairs. This policy is will formalize the procedures and align student clubs and organizations travel procedures with established sports club's travel procedures at HSU.*



HUMBOLDT STATE UNIVERSITY

[Student Club and Student Organization Travel Policy]

[Policy Number]

[Office of Student Life]

Applies to: Faculty, Staff, Student

This policy applies to Faculty, Staff, Volunteers, and Students who function as a Club or student organization advisors, students, and volunteers

Purpose of the Policy:

To manage institutional risk in support of student safety. To promote quality and operational efficiency, and reduce redundancy between Business Services and Student Affairs regarding pre-authorization requirements for student club and organization travel. This policy does not apply to sports clubs that fall under the Recreational Sports Department's Sports Club Handbook.

Definitions

Authorized Travelers: Club members, advisors, or volunteers who have completed the required steps that have been processed through the Clubs & Activities Office. Such steps include, but are not limited to: being on the travel roster; completing the pre-travel release of liability; submitting driver information, if needed. Once completed, travelers are notified that they are "authorized travelers".

Club Travel: What a reasonable person would define as anytime a club or student organization is traveling as a group with a common purpose aligned with the mission of the student organization, regardless of how the expenses will be reimbursed.

Reasonable Person: A hypothetical person in society who exercises average care, skill, and judgement in conduct and who serves as a comparative standard for determining liability

Student Club and/or Student Organization: Student Clubs or Student Organizations that have gone through the yearly recognition process through the Clubs & Activities office and have been approved to function as an HSU recognized organization.

Sports Clubs: Student Clubs or Organizations that are under the supervision and oversight of the Recreational Sports Department. Sports Clubs are physical in nature and each student club member is required to pay for secondary insurance.

Policy Details:

Implementing this Policy:

- This policy is similar to the *CSU Travel Policy G-001* but with increased requirements to mitigate risk for student clubs and organizations
- This policy is similar to that of the Sports Club Handbook as mandated by the *CSU Sports Club Guide August 2016* but with decreased requirements
- Travel authorization will be processed through the Clubs & Activities office instead of Concur to promote quality and operational efficiency for student clubs and organizations.

When a Request for Authorization to Travel Must Be Submitted:

“Authorization to Travel” requests must be submitted in advance, meeting the deadlines set by the Clubs & Activities Office, anytime a club or student organization is traveling as a group with a common purpose which aligns with the mission of that student organization. The “Authorization to Travel” form is required when “club travel” involves:

- Traveling outside of Humboldt County
- Any time travel involves an overnight stay
- Reimbursement for any costs associated with travel within Humboldt County, such as:
 - Conference / Registration Fees
 - Lodging Fees
 - Fuel Costs (Only approved drivers may be reimbursed for fuel)

Required Steps for University Sanctioned Travel

For Travel to be Sanctioned by the University, Clubs Must Follow These Steps:

- Submit an “Authorization to Travel” Request
- Each traveler must complete a “Pre-Travel Release of Liability”
- All drivers who have a valid CA Driver’s License; and complete the following steps:

- If driving a personal vehicle, drivers must bring the following to the Clubs & Activities office:
 - Valid Driver’s License
 - Proof of Current Insurance
 - Driver Authorization Form
 - “Authorization to Use Privately Owned Vehicles” (STD261) if driving personal vehicle
- If Driving Enterprise Rental Vehicle, drivers must bring the following to the Clubs & Activities office:
 - Valid Driver’s License
 - Driver Authorization Form
 - Please note: Enterprise is the only approved rental car company for club travel due to insurance requirements.
- Driving Record Report via Accurate Background Check
- Complete Defensive Driver Training
- Please be aware that extra time for processing will be needed for:
 - Non-HSU students who travel with clubs
 - Student drivers with out-of-state licenses
- Procedures for travel authorization are subject to change to increase efficiency and safety for students. Please refer to the Clubs Handbook which can be found at clubs.humboldt.edu.

International Travel

International travel requires additional steps to ensure the safety of the travelers and therefore, clubs must plan ahead. For international travel we require paperwork to be submitted at least 45 days in advance of the proposed travel. The Clubs and Activities Office will help in navigating through these processes after you complete the “Authorization to Travel”.

Post Travel Reimbursements

Only students who have completed all the required steps to be considered an “authorized traveler” are eligible to be reimbursed for travel expenses. Additionally, only approved drivers can be reimbursed for fuel costs per CSU requirements.

Prohibition on State-Funded and State-Sponsored Travel to States with Discriminatory laws (AB 1887)

Per AB 1887- “Prohibition of State Funded and State-Sponsored Travel to States with Discriminatory Laws”, the California State University has a ban on state-funded and state-sponsored travel to states with discriminatory laws. Clubs cannot be reimbursed from state funds for travel expenses to these states.

Additional States may be added to the list at any time; before committing to any travel out of state, check in with the Clubs & Activities office to make sure that state is not on the list. For more information on the limited exceptions to AB 1887, please visit the California Department of Justice webpage:

<https://oag.ca.gov/ab1887>

Expiration Date: *To be reviewed every five (5) years, next review date June 2024*

History:

Inter-departmental processes have been put in place but not formalized prior to this policy. This policy has been reviewed and approved by the Vice President of Student Affairs, Director of Risk Management, Dean of Students, Director of Student Life.

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OFFICE OF RECREATIONAL SPORTS

TWELTH EDITION 2018-2019

SPORT CLUB HANDBOOK



HUMBOLDT STATE UNIVERSITY

IMPORTANT CONTACTS

Director of Recreational Sports

Jan Henry
(707) 826-5965
jsh20@humboldt.edu

Assistant Director of Recreational Sports

Eliot Baker
(707) 826-5961
alb50@humboldt.edu

Sport Club Coordinators

Isabel Quintero and Kieran Hansen-Schiffgens
Student Position
(707) 826-6011

Clubs and Activities Coordinator

Molly Kresl
(707) 826-6012

Vice President for Student Affairs

Dawayne Brumfield
(707) 826-3361

In case of a MAJOR EMERGENCY or a LIFE THREATENING ACCIDENT, the following people should be contacted IN THE ORDER LISTED:

1. University Police (UPD)

On-Campus Police
826-5555 or 911

2. Jan Henry

Director of Recreational Sports
826-5965 (W)
668-4033 (H)
(707) 845-6304 (C)

3. Dave Nakamura

Director, University Center
(707) 826-4878

ACTIVE SPORT CLUBS 2017-2018

Competitive Tier

Archery • Baseball • Cycling • Cheer • Men's Crew • Ultimate Disc (M/W)
Rugby (M/W) • Lacrosse (M/W) • Fencing • Climbing • Men's Volleyball • Disc Golf

Recreational Tier

Wrestling • Acro Yoga

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Sport Clubs 2018-2019 Calendar of Events

DATE	EVENT DESCRIPTION	TIME	REQUIRED?
Monday, August 21 st	First Day of Classes		MANDATORY MEETINGS
Sunday, August 26 th	Sport Club Officer's Orientation Goodwin Forum	noon-5:00 pm	ALL Officers
Wednesday, September 5th Raindate: Wed., Sept. 12th	Club's Fair On the Quad	11:00-2:00	All Clubs
Tuesday, September 11 th	Council Meeting RWC 124	4:00 pm	Presidents
Tuesday, September 25 th	Sport Club General Meeting FH 125	5:00 pm	2 Officers
Tuesday, October 9 th	Sport Club Council Meeting RWC 124	4:00 pm	Presidents
Tuesday, October 23 rd	Sport Club General Meeting FH 125	5:00 pm	2 Officers
Tuesday, November 6 th	Sport Club Council Meeting RWC 124	4:00 pm	Presidents
Tuesday, November 18 th -25 th	Thanksgiving Break	Turkey Time	Have Fun!
Tuesday, November 20 th	Sport Club General Meeting FH 125	5:00 pm	2 Officers
Tuesday, December 4 th	Sport Club Council Meeting RWC 124	4:00 pm	Presidents

SECTION I: INTRODUCTION

1.1 The Sport Clubs Handbook serves as a reference manual for Sport Club Officers. Its aim is to give officers a better understanding of the Sport Clubs Program and support club leaders in effectively managing their sport club within the guidelines set forth by the Sports' Club Office at Humboldt State University as well as mandates from the Chancellor's Office. This handbook is designed to serve as a supplement to the Associated Students' Clubs' Handbook distributed through the Clubs Office. Any policy or procedure concerning sport club activities that is not covered in this handbook should be referred to the Director of Recreational Sports. All club officers are encouraged to become familiar with the information contained in the Sport Clubs Handbook and the other documents to which this handbook might refer. Information in this handbook is subject to change. Updates will be made on an annual basis and any changes during the current semester will be provided at monthly Sport Club Meetings.

1.2 Associated Students and Humboldt State University:

The Associated Students of Humboldt State University was created for the purpose of representing the collective interests of students in the governance of the University and providing student-directed programs, services and facilities which augment and enhance the quality of student life at HSU. Programs and facilities operated by the A.S. include: Center Arts, Marching Lumberjacks, YES House, Women's center, Arts and Music Festival, Student Government, and Campus Recreation programs including Drop-in Recreation, and Sport Clubs. Through the collaborative efforts of student leaders working with A.S. and University staff whose purpose is to further the mission of HSU, the Associated Students strives to present a model of a well managed and efficient organization operated with a commitment to the highest professional standards in service to HSU's students and community.

1.3 Privileges of a University Recognized Club:

Recognition of a university club is a privilege, not a right. This privilege carries with it certain responsibilities. Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges. Lesser sanctions, such as community service and reimbursement for damages, may also be imposed.

- ▶ Once your club is recognized it may enjoy a variety of

privileges. These include:

- ▶ The use of Humboldt State University's name in association with your club.
- ▶ The ability to conduct fundraising activities on campus.
- ▶ The use of campus facilities and club equipment.
- ▶ The right to participate in such campus activities as the Clubs & Activities Fair, The Clubs Office Holiday Craft Sale, the Preview Fair, the Arts & Music Festival, and the Rec & Wellness Fair.

The steps to becoming a recognized campus club differ based on the type of organization you want to start. Most clubs are recognized by the Sport Club Director upon recommendation by the Club Sports Council. The Information about how to start a club and club recognition procedures may be picked up at the Clubs Office and/or the Recreational Sports Office (RWC 101).

1.4 Recreational Sports Office Overview:

OFFICE HOURS

The Recreational Sports Office is located in Recreation & Wellness Center, 101. The office is open Monday-Thursday from 10:00 am to 9:00 pm and Friday from 10:00 am to 5:00 pm. Club leaders are encouraged to make appointments with the Sport Club staff to ensure availability of assistance. Drop-in appointments will be made as time permits. Appointments outside of office hours are available if arrangements are made in advance. Reach us by email at jsh20@humboldt.edu

OFFICE SERVICES

The Sport Clubs staff provides sport club leaders with basic administrative services to assist their clubs. Assistance is provided for travel plans, reimbursement requests, and all other administrative services.

COPYING SERVICES

Clubs may make up to 10 copies at one time. All copies must be for official club business. If more than 10 copies are needed, students should go to the Clubs and Activities Office where they allow up to 200 copies.

STATIONARY

Sport Clubs must use the Recreational Sports letter-head stationary for all correspondence regarding official sport club business. A copy of the letter/memo must be shown to the Director of Recreational Sports and/or the Sports Club Coordinator before using the stationary. The Recreational Sports Director should receive a copy (cc) of all correspondence.

MAILBOXES

Mailboxes for each sport club are provided inside the Rec Sports office (RWC 101). Letters, campus mail, phone messages, and memos from the Director of Recreational Sports and/or the Sports Club Assistant Coordinator will be placed in your office mailbox. Mailboxes must be checked on a regular basis (at least twice a week). The mailing address is as follows:

HSU Sport Clubs
Humboldt State University
Office of Recreational Sports
RWC 101
Arcata, CA 95521

MAIL

All mail regarding HSU Sport Clubs should be sent to the above address.

POSTER PAPER AND PAINTS

Poster paper and paint to make signs is available for club use in the Club's Office. Please contact the clubs' office staff so they can assist you in using the supplies properly.

FACILITY KEYS

Keys are checked out from the Recreational Sports Office (RWC 101) to the clubs listed on the key issue/checkout form. Only sport club officers may check out keys. You must sign for all keys and leave a photo ID as guarantee of return. All keys MUST be returned the same day. Failure to do so may result in the suspension of facility use and fines for lost key replacement.

1.5 Sport Clubs Organization:

Sport Clubs are administrated within the HSU Recreational Sports Program. A sport club is a student organization designed to serve individual interests in different sports and recreational activities. These interests are competitive, recreational and social in nature. Clubs compete with other clubs, organizations, colleges, and universities and should not be confused with an intercollegiate sport administered by the HSU Athletic Department. Sport Clubs differ from intercollegiate athletics in that they are responsible for most of their own expenses. Generally, coaches are not paid, nor are scholarships offered. In some instances where compensation for coaches is necessary, arrangements MUST be made through the personnel department of the A.S. The clubs are managed through the Recreational Sports Office and report directly to the Director of Recreational Sports. Humboldt State University's Instructionally Related Activities (IRA) budget and the Associated Students' budget support sport clubs but does not completely fund the organizational costs of individual clubs. Financial commitments are met primarily through student-sponsored fundraising events or out of pocket.

The emphasis in sport club activities is leadership. The program tries to provide a setting in which leadership skills may be developed. Club members are responsible for writing and implementing their constitution, recruiting members, establishing dues, planning and publicizing upcoming activities. The Sport Clubs staff is hired to provide encouragement, guidance, coordination, and administrative support. One of the goals of the Sport Clubs program is to provide a high level of intercollegiate/extramural competition for as many students as are interested. Sport Clubs survive and thrive only by obtaining active student involvement and participation from club leaders.

The key to a successful sport club is that it is student-initiated and student-controlled; the emphasis is placed on participation. Each club sponsors a team offering opportunities to participate and further develop skills in a specific sport. Team leaders actively recruit new and experienced student athletes.

1.6 Sport Clubs' Mission Statement:

As a student-initiated activity, the individual club will determine the range and effectiveness of its activities. HSU recognizes the mission of sport clubs is:

1. To expose students to new activities.
2. To continue and enhance skills already acquired.
3. To develop student leadership skills.
4. To provide opportunities for students to develop positive interpersonal relationships.
5. To promote an appreciation for cultural diversity.
6. To provide an atmosphere in which students can compete against other clubs and universities.

1.7 Obligations to the Associated Students and the University:

The Recreational Sports Office considers participation in sport clubs as a purely voluntary activity and individuals always participate at their own risk. Participants should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation. Club teams are NOT agents of the Associated Students or Humboldt State University. Sport Clubs may use the name "Humboldt State University" and "HSU" in describing their organization; However, Sport Clubs must understand and make clear in their representation to third parties that they speak only for their own members, not the Associated Students or the University.

RESPONSIBILITIES OF A UNIVERSITY-RECOGNIZED SPORT CLUB

1. Appointment of a university faculty or staff advisor (see

section on Faculty and Staff Advisors).

2. Adherence to all university rules and regulations, including those pertaining to hazing, alcohol, publicity, posting, sale of food and merchandise, drawings, use of campus equipment and dances.

3. Compliance with the club's own constitution and bylaws; and, when applicable, constitutions and by-laws of affiliated national organizations.

4. Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the University.

5. Avoidance of any act of dishonesty, breach of law or University regulation, or any public or private act that brings discredit to the University.

6. In order to maintain University recognition clubs must submit an updated Club Contact Card to the Clubs Office at the beginning of each academic year (these will be placed in the club mailboxes at the beginning of the fall semester). Return the card to the Clubs Office within 30 days of the start of the semester, even if all the officers have not yet been elected. Names can always be added later; it is more important to get the card on file. Failure to submit this card will result in the club being declared inactive. Once declared inactive, the club must repeat the entire club recognition process to regain active status. File a returning club form with the Office of Recreational Sports each Fall semester.

7. A club may be held accountable for the actions of its members if the behavior is or can reasonably be considered to be related to the activities of the club. Such misconduct need not be officially sanctioned by the club membership in order to be considered grounds for sanctions against the club. The individuals may be subject to separate criminal and/or university sanctions.

8. Policy on Non-Student Club Members: Clubs established at Humboldt State University are supported through the Sport Clubs Office with the intent of providing opportunities for students to have educational, cultural, recreational, and social experiences outside of the classroom. The Clubs Office recognizes that community members may enhance club activities and are welcome to be members of clubs, **only as volunteer coaches.** Volunteer coaches must fill out all necessary paperwork in the Rec Sports Office prior to participating with the team. It is required that all volunteer coaches have primary insurance and purchase the Club Sport secondary policy prior to participating. Each team is allowed three (3) voluntary coaches only.

9. All clubs must maintain a minimum membership number of 10 students.

10. All club members **MUST** register at: imleagues.com/humboldt and pay \$25/year for

secondary insurance. Athletes must still be HSU students with six (6) or more units to be eligible.

SPORT CLUB TIERS

Starting in the fall 2014, HSU sport clubs will be classified under two tiers: **competitive and recreational.** Currently there are 15 **competitive sport clubs.** These clubs belong to a governing body (league), have volunteer coaches, practice 2-3 times per week and travel to compete with other clubs and universities. The 15 competitive sport clubs at HSU are: m/w rugby, m/w lacrosse, m/w ultimate, archery, cycling, baseball, cheer, fencing, disc golf, men's crew, climbing, and men's volleyball.

The new **recreational clubs** include: wrestling, slacklining, and acro yoga. These clubs are recreational in nature. Typically, they do not belong to a governing body, do not compete, and have minimal travel obligations.

SECTION 2: RESPONSIBILITIES

2.1 Responsibilities of Sport Club Director/ Asst. Sport Club Coordinator:

The Director of Recreational Sports serves as an advisor and resource available to assist sport clubs in conducting their business. Acting as a liaison between the clubs and the University, the Director of Recreational Sports is responsible to the Vice President of Student Affairs. The Director of Recreational Sports maintains records of participants, schedules, and results of programs and competitions, administers the Sport Clubs budgets and insurance claims, promotes and advertises the Sport Clubs Program, and assists each sport club with the planning and implementation of events, tournaments, and matches.

The Sport Clubs Coordinators provide support to the clubs with improved communication through email and phone calls and also assists with club travel plans. Additional administrative duties include follow-up with accidents and incidents, maintaining current rosters and schedules, practice checks, and coordinating the Sport Club Council agendas. The Sports Club Coordinators will also work to promote the sport clubs through campus-wide marketing and publicity, as well as assisting the clubs with the development of budgets.

2.2 Role of Sport Club Team Officers:

All team members must work together for the success of the sport club. The executive officers of each club must perform

their duties while delegating other club business effectively. This group will determine how successful your team will be. You are your team's leaders!

PRESIDENT

- ▶ **2.0 GPA required, 6+ units**
- ▶ Follow the regulations as stipulated in the Sport Clubs Handbook and the Clubs Handbook, and inform all members of policy and procedures.
- ▶ Attend all scheduled meetings called by the Sport Clubs Council, or designate the Vice President from your club to attend all Sport Clubs Council Meetings. Failure to attend general (two required) or more meetings may result in suspension of Sport Club status.
- ▶ Attend the Sport Clubs Orientation.
- ▶ Communicate all appropriate club activities with staff.
- ▶ Have each club member complete all necessary paperwork (contact form, insurance forms, etc).
- ▶ Ensure the equipment inventory system is followed.
- ▶ Check the club mailbox at least twice a week.
- ▶ Ensure that the club budget is kept up-to-date and is spent properly within budget limitations.
- ▶ Become familiar with the Accident Report Form (see Appendices) and procedures.
- ▶ Inform the next club president of all operating procedures of the club. This includes transferring this manual to your successor and making sure they becomes familiar with it.
- ▶ Inform the Coordinator of Sport Clubs of any and all officers' address and phone number changes during the year.
- ▶ Get advance approval for competition and practice schedules.
- ▶ Coordinate facility usage with the Director of Recreational Sports.
- ▶ Submit event reports for all on-campus events within 48 hours of facility usage.
- ▶ Meet regularly with the Director of RecSports to go over current club events and upcoming activities.
- ▶ Submit athlete eligibility checks to the Director of Recreational Sports at least three weeks before conference deadlines.
- ▶ Enforce conference rules and regulations; make the Director of Recreational Sports aware of these standards.
- ▶ Ensure that ALL donations are deposited into your HSU AS Account.

VICE PRESIDENT

- ▶ Work closely with the President in coordinating organization activities.
- ▶ Preside over team meetings and business during the President's absence.
- ▶ Assume all duties of President in the event the President can not complete their term.
- ▶ Complete any responsibilities assigned by the President.
- ▶ Attend all council meetings the president cannot attend.

TREASURER

- ▶ **2.0 GPA required, 6+ units**
- ▶ Keep budget and account records up-to-date.
- ▶ Collect dues; deposit into your HSU AS account only.
- ▶ Maintain documentation of expenditures and receipts.
- ▶ Process all reimbursements through the Recreational Sports office for team.
- ▶ Insure all club financial obligations are met.
- ▶ Work with officers in budget preparation and submittal.
- ▶ Oversee fund-raising activities.
- ▶ Complete any responsibilities assigned by the President.

TRAVEL SECRETARY

- ▶ Submit all travel requests on time.
- ▶ Request travel vehicles.
- ▶ Conduct correspondence for the team.
- ▶ Oversee the handling and submitting of required forms and paperwork.
- ▶ Record and circulate the minutes of team meetings.
- ▶ Complete any responsibilities assigned by the President.
- ▶ Update website.

SAFETY OFFICER (2)

- ▶ Must be First Aid/CPR certified.
- ▶ Must attend all practices and games.
- ▶ Responsible for the teams medical supply kit.
- ▶ Responsible for minor injuries on team.
- ▶ Responsible for accident reports within 24 hours.

2.3 Responsibilities of Sport Club Coaches:

Club sports are primarily student-run; each must decide how to coach the team. Some teams chose to coach themselves, while others chose to work with an independent non-participant coach. While traveling, the coach is responsible and accountable for their team. Coaches should allow the officers to manage the team and perform all administrative responsibilities. Coaches should act solely as athletic advisors and focus only on the physical aspects of their sport. Some responsibilities include:

- ▶ Coach must register as the volunteer coach prior to participating with the team.
- ▶ Minimize active involvement in club management. The philosophy of the Sport Club Program places emphasis on student leadership and participation.
- ▶ Not solicit money from any source or purchase, rent, or commit anything in the name of the Associated Students, the University or the HSU Foundation without the approval of the professional staff.
- ▶ Maintain current certification in American Red Cross Standard First Aid/CPR or an equivalent certification.
- ▶ Develop and improve skills of club members.
- ▶ Assist club officers in scheduling practices and games.
- ▶ Develop and employ safety at practices for all participants including the inspection of sport gear and the reporting of any hazardous facility conditions.
- ▶ Attend competitions and practices.
- ▶ Promote good sportsmanship and conduct on and off the field.
- ▶ Complete a Sport Clubs Coaches Contract.
- ▶ Be a positive role model for all participants.
- ▶ Meet with director when necessary.

2.4 Responsibilities of Sport Club Faculty/ Staff Advisors:

Every student organization is required to have a HSU faculty/ staff advisor. A faculty/ staff advisor should encourage positive interaction between both teaching and administrative staff and students involved in student organizations. The advisor should not assume leadership of the organization. Instead, they should help each team mature and reach its full potential by providing continuity in a team's program by bridging the gap in student changes from year-to-year and supplying knowledge of University policies. Some responsibilities include:

- ▶ Know the policies and procedures for student organizations and insure that the student leaders of the organization are also informed of these policies.

- ▶ Attend club meetings whenever possible.
- ▶ Assist members and officers in organization.
- ▶ Assist in planning projects.
- ▶ Advise in budget preparation and monitoring.
- ▶ Serve as an information source.
- ▶ Serve as a liaison between the club and University.
- ▶ Assist in development of goals and objectives.
- ▶ Provide guidance, leadership and general direction.

2.5 Responsibilities of Sport Club Council:

The Sport Club Council is composed of representatives (Presidents or VPs only) from each sport club and a representative from the Recreational Sports Office. In representing the different facets of the Sport Clubs Program, the Council assists the Director of Recreational Sports in administrative affairs. The Sport Clubs Council makes recommendations concerning such matters as:

- ▶ Membership
- ▶ Budget
- ▶ Policies/Fines
- ▶ Fundraising
- ▶ Promotions
- ▶ Point System Administration

The Sport Club Council will meet every other month, alternating with General Sport Club meetings.

SECTION 3: PROCESSES AND EXPECTATIONS

3.1 Sport Club Recognition Process:

HSU Students with a common interest in a particular sport and/or physical activity that is currently not offered by the HSU Sport Club program or HSU Athletics may apply to become a recognized sport club during the Sport Club Open Enrollment Period. **The Open Enrollment Period begins on the first day of the spring semester and lasts for three weeks.** Students who do not complete the recognition process by the last day of the Open Enrollment Period will be required to wait until the following year to register their Sport Club.

****note: Clubs must be in existence for at least one academic year, prior to applying for sport club status****

Prior to completing any paperwork or forms, students wanting to form a new Sport Club at HSU must set up an initial club interest meeting with the Director of Recreational Sports. At this initial interest meeting, the possibility of recognition, eligibility factors, and criteria requirements of a potential new Sport Club will be discussed.

Note: The creation of a new sport club on campus is not guaranteed and may not be permitted to be formed due to space limits, financial or insurance costs or because it has been deemed to high risk of a sport by the university Risk Management Office.

1. The following minimum Eligibility Factors and Criteria will be addressed at the initial interest meeting:

- a. Duplication considerations: New Clubs cannot be formed if a similar type of Sport Club already exists within the Sport Club Program and restrictions apply if the proposed Sport Club mirrors an existing program offered by the Recreation and Wellness Center.
- b. Sport Club tier level and risk assessment of Sport Club activities and competition
- c. Financial resources available to the prospective Sport Club
- d. Availability of Facilities (practice and competition)
- e. Availability of competitive opportunities (where applicable)
- f. Affiliation with NGB or State governing body
- g. Availability of Sport Club Advisor
- h. Establishment of an on campus bank account
- i. Availability of qualified coaching (when applicable)
- j. Availability of appropriate Sport Clubs staff oversight

Following the initial interest meeting, the Director of Recreational Sports will notify the students of the prospective Sport Club as to whether or not they have been approved to proceed with the Sport Club Recognition Process. If approved they may begin completing the required documentation and forms for recognition as a University Sport Club and submit the documents to the Director of Recreational Sports for final approval and recognition by the Sport Club Council.

3. All Sport Club Recognition Forms must be completed and turned in to the Recreation and Wellness Center Office, located in RWC 101 by the Open Enrollment Period deadline at 5:00pm. Any late Sport Club Recognition Forms submitted past the Open Enrollment Period deadline will automatically stop the

recognition process and interested students will need to wait for consideration until the following year.

4. If all forms required for Sport Club recognition have been completed and submitted by the Open Enrollment deadline, the Sport Club Council at their next meeting will review the documentation for completeness and either recognize or deny the Club admittance into the Sport Club program upon recommendations given by the Director of Recreational Sports. New club officers will be required to attend the meeting for questions and clarification.

5. New Sport Clubs recognized by the Sport Club Council will be recognized as a probationary club within the program. A new Sport Clubs probationary period will last for one semester. Probationary clubs are not permitted to vote at Sport Club Council meetings and cannot receive special allocation funding. Probationary clubs can request an annual allocation, to be awarded for use starting in the fall semester directly following the semester of their probationary period.

6. The Director of Recreational Sports will notify the prospective club president of the Sport Club Council's decision.

Requirements and Forms

All members of recognized Sport Clubs **MUST be current HSU students**. Furthermore all participants **MUST** adhere to the policies and procedures set by the Recreation and Wellness Center, Associated Students, and Humboldt State University.

Following approval from the Director of Recreational Sports to proceed with the formation of the new sport club, the following documentation supporting the recognition of a new Sport Club must be completed and submitted to the Sport Club Coordinator by the Open Enrollment deadline:

1. Sport Club Constitution/Bylaws (See appendix for sample constitution)
2. Humboldt State Sport Club Registration Forms
 - a. Club Goals and Objectives
 - b. Classification: Competitive or Recreational
 - c. Contact List of Sport Club Officers
 - d. Identification of a Safety Officer who is a Club member
 - e. List of interested students (signatures, ID#'s, phone #'s)
3. Humboldt State Sport Club Advisor Agreement
 - a. The sport club must identify a Faculty/Staff advisor. Advisor can be part-time/full-time faculty/staff.
 - b. Select an advisor who is familiar with the operations of the university and demonstrates sustainability over time.

4. Proof of registration with a National or State body (If applicable)
5. Name of Coach with attached qualifications (If applicable)
6. Proposed Budget
7. Proposed annual calendar of activities
8. Facility requests for practices/games

A minimum of five Humboldt State students must be listed on the Sport Club Registration Form to be recognized. Each Sport Club must have at least five officers held by five separate individuals (President, VP, Travel Secretary, Treasurer, and Safety Officer). Each officer must be a student and in good academic standing with the University.

1. The President and Treasurer must maintain a 2.0 Cum. Humboldt State GPA.
2. Undergraduate student officers must be enrolled in a minimum of 6 units and Graduate Student officers in a minimum of 3 units.

The officers must first create a club constitution that includes an outline of the Sport Club structure and the roles and responsibilities of club officers (refer to the Appendix for a Sample Constitution). This constitution must be current at all times. Amendments to the constitution are required when significant changes occur.

3.2 Annual Registration of Existing Sport Clubs:

Existing Sport Clubs must renew their on-campus status each academic year by completing the appropriate paperwork distributed through the Office of Clubs and Activities and complete all Sport Club paperwork distributed by the staff by the third week of the fall semester. Failure by an organization to renew their on-campus status by this date shall result in the termination of its privileges to operate on the Humboldt State University Campus, and to utilize Associated Students and University facilities. ALL sport clubs are obligated to hold active membership in the Sport Clubs Council, the governing body of the Sport Clubs Program. Each sport club is expected to be a full participant in the governing and programming functions of the Council. ALL sport clubs must also attend an annual orientation. Failure to attend will result in a \$75 fine, approved by the Sport Club Council, and an immediate suspension of all privileges including facility usage. Clubs not in attendance will have to schedule a make-up orientation. Club officers will also be required to take and pass a handbook exam before on-campus status will be reinstated.

3.3 Participant Eligibility:

The HSU Recreational Sports Office upholds the following Sport Club Eligibility Policy. Eligible participants of HSU Sport Clubs include: All regularly enrolled students at Humboldt State University with a current status.

All athletes are also required to meet the eligibility standards of their sports' respective governing body. (It is the responsibility of club officers to enforce and to inform the Director of Recreational Sports of these requirements). Verification of enrollment at Humboldt State should be coordinated using the registrar's office.

As a member of a sport club, each participant MUST COMPLETE an Athlete Information Insurance form, Code of Conduct form, and Release of Liability form. These forms are available at imleagues.com/humboldt. All athletes must COMPLETELY fill out their insurance information, info form, and the Release of Liability form. No athletes will be allowed to participate without a signed Release of Liability form on file with the Club Sports Office. Athletes may not participate in practice or competition without first completing these forms. Practice checks will be conducted by the Recreational Sports Office to verify eligibility of all Sport Club participants. Failure to provide accurate insurance information will result in the non-payment of medical bills received as a result of sport club participation, and may also result in dismissal from the team.

3.4 Athlete and Team Conduct:

Participation on a sport club team at HSU is a privilege. This privilege brings with it certain obligations both on and off the field of play. Sport Club members and teams must conduct themselves in a positive manner as to reflect credit upon their club, the Associated Students, and Humboldt State University. Club members should show proper decorum on and off the field and also while participating in events on campus. If you are representing the University in competition or practice and fail to represent the University in a positive manner, and/or at any time drugs or alcohol are involved, an automatic suspension will occur. The situation will be reviewed by the Director of Recreational Sports who will refer the matter to Student Affairs for appropriate sanctions against the individual, the team, or both. The Sport Club eligibility and conduct policies were developed to ensure that the University officially recognizes all club members and these members remain in good standing with the Sport Club Program and their respective league or national governing body.

3.5 Procedures Regarding Discipline/hearing:

The Recreational Sports Director shall have the right to impose sanctions in response to violation of these rules. The sanction

may be imposed on the individual student-athlete or the team as a whole, if there is evidence that the team participated in, sanctioned, condoned, ratified, or failed to deal promptly and appropriately with the inappropriate conduct. Sanctions may include probation, suspension or expulsion from Sport Club activities. Actions requiring removal from the class will be referred to the University Student Judicial Officer, in accordance with CSU Executive Order 628.

Probation: Limited participation in Sport Club activities for a specified amount of time.

Suspension: No participation in Sport Club activities for a specified amount of time.

Expulsion: Complete and permanent removal from Sport Club activities.

EXAMPLES OF CONDUCT UNBECOMING OF A CLUB

ALCOHOL/ILLEGAL DRUGS: Sport club student-athlete(s), coaches, and team representatives must always be alcohol and drug free when involved in any way with a sport club team event or function by abstaining from consuming alcohol or illegal drugs or of being under the influence of any intoxicating or illegal drugs. No member of a team may be in possession of alcohol or illegal drugs immediately before, during or after a practice or competition. No alcoholic beverages are allowed to be consumed by anyone affiliated with a sport club on probation during any competition or campus event.

DISTURBING THE PEACE: Sport club student-athletes who are traveling to or from a competition, practice, meeting or other club event shall at all times conduct themselves in a lawful manner, shall abide by applicable rules, regulations and posted notices, and shall not disturb the peace while traveling to or from a competition.

OFFENSIVE WORDS & ACTIONS: Use of obscenity, insulting language, swearing or profanity is prohibited. Harassment and/or hazing of competitors, teammates, officials and/or the Associated Students or University personnel is strictly prohibited. Such actions could include, but are not limited to; any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.

DISORDERLY CONDUCT: Sport club student-athletes should refrain from engaging in any unruly behavior during any competition, practice, meeting or other club event, or while traveling to or from any of these activities. Examples include, but are not limited to; vandalism, spitting, yelling, fighting, or a violation of any local ordinances, rules and/or regulations. Clubs shall at all times operate in conformance with applicable rules or regulations of any conference, association

or governing authority.

FIGHTING: Student-athletes who engage in an attempt to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or retaliates against an aggressor) immediately before or after a contest, is expressly prohibited. EXCEPTION: WHILE ON THE PLAYING FIELD, CALLING AND ENFORCING THESE PENALTIES WILL BE THE RESPONSIBILITY OF THE GAME REFEREE OR OFFICIAL.

SMOKING: Smoking is prohibited at Sport Clubs activities and event sites including all campus fields, classrooms and gymnasiums.

3.6 HUMBOLDT STATE UNIVERSITY ANTI-HAZING AND INITIATION POLICY

Each year universities experience hazing incidents that result in serious physical and/or emotional injury. As members in university student organizations, students may become victims in what are believed to be acceptable initiation traditions and rituals. Humboldt State University is committed to maintaining an environment that is safe, healthy and conducive to learning. We support the educational and character development of students as they transition into university life and continue toward graduation and becoming life-long learners.

DEFINITION OF "HAZING":

Hazing is a violation of California State University and Humboldt State University policy, as well as State law.

Humboldt State University interprets the term "hazing" broadly, to include not just conduct likely to cause physical harm but also conduct likely to cause personal degradation or disgrace resulting in physical **or mental harm**. Hazing can occur even when the victim voluntarily submits to being hazed. The full definition of hazing is:

[A]ny 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.

(Title 5, *California Code of Regulations*, section 41301(b)(8), emphasis added.)

Participation in hazing, actively or passively, will result in both individual and organizational disciplinary action, including possible expulsion from Humboldt State University and the California State University system. Disciplinary action will also be initiated against organizational officers who permit hazing to occur within their own organization.

Examples of prohibited hazing activities include but are not limited to:

- ▶ Paddling, shoving, or otherwise striking individuals
- ▶ Requiring individuals to consume alcohol or drugs
- ▶ Requiring individuals to eat or drink foreign or unusual substances, or requiring the consumption of undue amounts of food
- ▶ Having substances thrown at, poured on or otherwise applied to the bodies of individuals
- ▶ Morally degrading or humiliating games, or any other activities that make the individual the object of ridicule, including postings on facebook, twitter, other forms of electronic media and social network sites
- ▶ Transporting individuals against their will, abandoning individuals at distant locations, conducting a kidnapping or engaging in any “road trip” or “ditch” that might in any way endanger or compromise the health, safety, or comfort of any individual
- ▶ Activities that require a person to remain in a fixed position for a long period of time
- ▶ “Line-ups” involving intense demeaning intimidation or interrogation, such as shouting obscenities or insults
- ▶ Assigning activities such as pranks or scavenger hunts that compel a person to deface property, engage in theft, or harass other individuals or organizations
- ▶ Requiring individuals to wear or carry unusual, uncomfortable, degrading, or physically burdensome articles or apparel

Any activity or similar activity as described above upon which the initiation or admission into, or affiliation with the organization is directly or indirectly conditioned, or which occurs during a pre-initiation or initiation activity shall be presumed to be “compelled” activity, regardless of the

willingness of an individual to participate in such an activity.

Engaging in hazing that is likely to cause serious bodily injury is also a crime, punishable by up to one year in jail and up to a \$5,000 fine. (Penal Code 245.6.) If Humboldt State University determines that hazing has occurred and appears to meet the criminal definition, it may refer the matter to the District Attorney’s office for prosecution, regardless of any disciplinary action that is taken.

PERMISSIBLE INITIATION ACTIVITIES:

Joining an on-campus organization should be a positive experience. Initiation rituals should therefore focus upon the positive aspects of both the organization and the individual. Examples of permissible team and community building include:

- ▶ Hosting a dinner for new members
- ▶ Completing a community service project
- ▶ Sponsoring activities such as hiking, camping, or bowling
- ▶ Hosting a fundraiser for a local charity such as a movie night
- ▶ Holding a new member recognition night

REPORTING PROCEDURES:

If you wish to report an act of hazing, you should contact University Police, at 707 826-5555, or the Office of Student Rights and Responsibilities, at 707 826-3504 or online at https://publicdocs.maxient.com/reportingform.php?HumboldtStateUniv&layout_id=1

PROHIBITION AGAINST RETALIATION:

“Retaliation” means adverse action taken against a student because they have or are believed to have 1) reported or opposed conduct which the student reasonably and in good faith believes is hazing or 2) participated in a hazing investigation/disciplinary proceeding. **Organizations and individuals who retaliate against such student(s) shall be subject to university disciplinary action which may include suspension or permanent expulsion from the Humboldt State University and the California State University system.**

SEXUAL HARASSMENT: Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature. Club members should contact the Director of Recreational Sports, Chair of the Health and Physical Education Department, or

Vice President of Student Affairs to report any such harassment. Strict confidentiality will be kept in all cases.

DESTRUCTION OF PROPERTY: An individual or team, who is reported to have destroyed property while traveling to or from a competition, or during a practice or competition at home, will have violated probation.

ILLEGAL ACTIVITY: Any sport club student-athlete, who is arrested by campus, local or federal law enforcement officials, will be immediately suspended.

COMMUNICATION: The president must attend all regularly scheduled sport club council meetings.

PROCEDURES REGARDING DISCIPLINARY HEARING:

Notification Regarding Discipline: The Recreational Sports Director shall have the right to issue discipline regarding violation of these rules. The discipline will either be directed toward the individual student-athlete who is believed to have violated these Rules and/or to the team as a whole, if there is a belief that the team participated in, sanctioned, condoned, ratified, or failed to deal promptly and appropriately with the inappropriate conduct.

Hearing Regarding Discipline: Each club team subject to discipline by the Rec Sports staff has the right to dispute the discipline decision at a hearing of the Sport Club Council. Questions related to possible discipline or conduct violations should be brought to the attention of staff immediately. Any challenge to the discipline being imposed by Rec Sports Director in relation to claimed violation of these Rules of Conduct must be submitted within forty-eight (48) hours of the time when the sport club team receives written notice of the discipline. The sport club team must submit a written request for a hearing regarding the discipline to be heard by the Sport Club Council. The request for the hearing shall be forwarded to the Sport Club Council which will hold a hearing at the next available meeting time regarding the appropriateness of the discipline. The Sport Club Council shall issue a written ruling within one (1) week of the completion of the hearing.

Probationary Guidelines: Clubs may be subject to further controls by the Sport Clubs Council during a probationary period.

Sport club teams on probation are required to conduct themselves in a manner that brings honor to the Associated Students and HSU at all times. **Violation of stated controls will cause a club on probation to be immediately suspended pending a hearing of the Sport Clubs Council.** All guidelines outlined in the Sport Club Handbook will continue to be enforced.

AT LEAST TWO OFFICERS ARE REQUIRED TO ATTEND GENERAL MEETINGS!

3.7 Appeals Process:

If either the disciplined sport club team or individual is not satisfied with the ruling issued by the Recreational Sports Director, either side may appeal that ruling, unless the case has been referred to the university Student Judicial Officer (see CSU Executive Order 628). A written appeal must be submitted to the Executive Director of the University Center within forty-eight (48) hours of receiving the written ruling from the Recreational Sports Director. The Executive Director of the University Center will issue a decision, in writing, within one week.

Individuals and/or clubs may NOT participate in Sport Club activities while an appeal is pending.

SECTION 4: FACILITIES AND SAFETY

4.1 Scheduling:

Sport Clubs cannot use facilities without prior reservation. In order to ensure scheduling of University facilities in an organized manner and to ensure compliance with Associated Students and University Policies, it is necessary to maintain a comprehensive reservation procedure for all student organization meetings, fundraising activities, guest speakers, and all other events.

Sport Clubs may submit requests for facility use to support the following club related activities:

- ▶ Competition
- ▶ Practice
- ▶ Social Events
- ▶ Transaction of club business
- ▶ Showering and dressing
- ▶ Storage of equipment
- ▶ Fundraising

A facility request must be submitted to the Recreational Sports Director for reservation of all recreational facilities. Facility usage will not be permitted until this request has been submitted. To ensure availability, all requests should be submitted at least two weeks prior to the scheduled activity. Any cancellation of a scheduled contest or practice resulting in the non-use of a requested facility must be reported to Recreational Sports Director. Unauthorized use of University facilities for practices or competitions may result in the revocation of on-campus status or removal from facilities by University police. Meeting rooms in RWC must be reserved

in the SRC between 8:00 a.m. -12:00 p.m. and 1:00-5:00 p.m. Monday through Friday.

A practice and competition schedule shall be filed with the Sport Club office every semester. Semester schedules can be useful to the Sport Club office in promoting various club activities on campus. In addition, they can be a useful tool for the organization of the clubs' competition schedule with the Recreational Sports Director and the Sport Clubs Assistant. It is vital that the office knows when and where each club is competing. Please complete an accurate schedule each semester and update them as new events are added or changed. Club competition schedules should not be printed until final approval has been made on facilities, dates, and times.

4.2 Field Use:

When using any fields or outdoor spaces, sport clubs must use the following guidelines:

- ▶ The fields should not be abused in any way.
- ▶ All trash, tape, cups and other material must be picked up when the team leaves the field. Failure to do so could result in a loss of field privileges.
- ▶ In case of inclement weather, call (707) 826-5965, for notification of weather or field condition. Usage of the field while closed or denied will result in a loss of field privileges.
- ▶ Stagger the direction of play to prevent wearing one area of field too heavily.
- ▶ Notify Public Safety at 826-5555 and the Director of Recreational Sports at 826-5965 if other groups are abusing fields or violating scheduling agreements.
- ▶ Coach/practice manager should walk the field every day before a practice or a game to check for holes or other problems. If any problems arise, the field cannot be used unless that area is sectioned off to prevent use of that area. The coach/practice manager should let the Field Committee (826-5965) know of any field damage so that it can be reported to the proper authorities.

4.3 Equipment:

All equipment that is purchased for club use is and remains the property of the Sport Clubs Program. The club is responsible for all equipment and keeping it inventoried. All equipment must be accounted for at the end of each semester. Sport Clubs equipment should be stored in University facilities when possible. The Director of Recreational Sports will assist you in finding an appropriate location. Limited space is available.

4.4 Program Safety:

It is important for all sport club officers and coaches to be aware of potential injuries in their sport and inform your participants of these possible injuries. Education for prevention of these injuries is crucial and it is the responsibility of the officers and the coach to stay on top of current information concerning safety equipment, rules and potential problems. It is the responsibility of each club to insure that all activities are conducted in a safe and proper manner. Athletes are required to have primary insurance when participating in Humboldt State University Sport Clubs. For more information on the Sports Club insurance policy, see the section labeled Sport Club Insurance.

FIRST AID AND SAFETY PROCEDURES

It is extremely important that club members become aware of the need for first aid when participating in sports. The Kinesiology and Recreation Administration Department and the American Red Cross offer First Aid and CPR classes. The coach and two members of each club (safety officers) must be currently certified in First Aid and CPR, and be present at all practices and games. The Athletic Trainer, when available, will provide the necessary attention to first aid emergencies during club practices and competitions. In the event that an Athletic Trainer is not present, actions should be taken to stabilize the victim and the UPD should be contacted. If life threatening, call 911. As part of a comprehensive risk management effort, victims and witnesses of accidents and incidents should assist the Athletic Trainer, and/or first responder in obtaining all necessary information for future follow ups. An Accident Report Form must be completed immediately following any accident that occurs during a practice or a game and must be submitted to the Director of Recreational Sports within 24 hours of an accident occurring. These forms are available in the Sport Clubs Office and should be kept with club officers at all times.

4.5 Athletic Training:

The athletic trainer will have office hours on Mondays and Thursdays from 6-9 pm for the sport club program. An athletic trainer will be present at all home events, when required. Athletes who suffer a concussion, must follow a "return to play" protocol and be cleared by a physician in order to play again after injury. Baseline concussion testing is encouraged, through the North Coast Concussion program at HSU.

TRAINING SUPPLIES

Athletic training supplies will be dispersed directly from the sports clubs office for training kits. The safety officer is required to keep supplies maintained. Supplies are located in RWC101.

4.6 Sport Club Insurance:

ALL ATHLETES are encouraged (but not required) to have primary health insurance AND all members of a sport club participating in regularly scheduled practices and games will be assessed an insurance charge of \$25/year per participant. All athletes are **required** to purchase this secondary accident insurance policy. Under the terms of the coverage, HSU's insurance is a **SECONDARY CARRIER** and its policy is accessed only in the event the student or student's primary insurance does not cover the entire bill. Exclusion or failure to provide accurate insurance information on the Athlete General Information Form, will result in the non-payment of medical bills received as a result of sport club participation, and may also result in expulsion from the team. Also, anytime alcohol or drugs are involved the camp team insurance is null and void.

CSU SECONDARY INSURANCE IS REQUIRED. The CSU Insurance policy only covers acute care and accidental injury occurring during scheduled practices or competitions, and travel to and from scheduled competitions. There is a \$100 deductible.

In order to access the policy:

1. An injury/accident report form must be filled out with the Director of Recreational Sports. No claims can be processed without this form. The accident report must be submitted within 24 hours of injury.
2. Athlete must submit a fully completed claim form within 90 days of an accident.
3. Athletes must process all medical bills through their primary insurance providers.
4. After their insurance providers have paid the bills, bring the bills, along with Explanations of Benefits from the insurance providers to the Director of Recreational Sports.
5. The Director of Recreational Sports will then process the claim via the HSU secondary insurance policy.

SECTION 5: TRAVEL

Each club is responsible for its mode of transportation to and from club activities. Each club must assume responsibility for associated costs.

5.1 Requirements for Travel:

At least **ten business days** prior to each scheduled sport club trip, a team Travel/Itinerary Authorization Form must be submitted to the Sports Club Office. Changes may be made up to forty-eight (48) hours in advance of departure time. If the club advisor/coach is not able to travel with the club on a trip, then he/she must delegate his/her authority to a "person in charge". This individual must be a registered club officer

and listed as the "person in charge" on the team travel form. "Person in charge" should:

- ▶ Supervise the conduct of the members on the trip, and ensure that all drivers drive responsibly.
- ▶ Submit travel itinerary to the Recreational Sports Office 10 days prior to travel.
- ▶ Ensure that all drivers have a copy of the following on file with the Recreational Sports Office:
 1. Driver's License (DMV form)
 2. Proof of Car Insurance
 3. Defensive Driving Certification
 4. CSU volunteer form filed with Facilities Management and Recreational Sports Office
- ▶ Update travel itinerary 48 hours prior to departure.
- ▶ Follow the Sport Club Emergency Action Plan in case of an accident.
- ▶ After travel is approved by the Director of Recreational Sports, the "person in charge" must sign and receive the "Authorization to Travel" form for each car to take on trip.

All trips must be accompanied by a "safety officer".

If a team is not approved to travel, the president will receive a Sport Club Travel Request Denial Form five days prior to their travel date. A copy of this form will be placed in the team mailbox and another copy will be sent to the president's address.

If a team travels without approval, the team will automatically be suspended from its next travel date.

If a team travels while on a travel suspension, the Sport Club will automatically go on full suspension.

Failure to submit required forms on time constitutes an infraction of Sport Clubs policy. Infractions will be handled as follows: Fines will be assessed and points subtracted. After two or more offences, the sport club council will meet to recommend penalties.

If a student (or team) deviates from the travel plan, the insurance will be null/void.

Additional Risk Management for Travel

- ▶ Clubs cannot drive for more than 14 hours in any given 24 hour period. The majority of the driving must be during daylight hours.
- ▶ To avoid fatigue there must be two or more drivers for all trips exceeding four hours or 200 miles. Drivers must switch every four hours or 200 miles. In addition, drivers

should take a minimum 20 minute break every two hours.

- ▶ Clubs may not depart after 4:00 p.m. for trips exceeding eight (8) hours.
- ▶ Drivers must be at least 18 years old/21 for rental cars.
- ▶ Vehicles may not be overloaded; there should be one seat belt per person.
- ▶ If a breakdown occurs, the Director of Recreational Sports should be contacted immediately.
- ▶ When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic.
- ▶ Check all lights and hitches prior to departing Humboldt State.
- ▶ No alcoholic beverages are allowed at any time. All drivers must have refrained from drinking for at least 12 hours before a trip departure and must be completely alcohol-free.
- ▶ If the “shotgun” passenger feels the driver is tired and verbalizes this to them then it is the driver’s immediate obligation to pull over at the first appropriate and safe location and switch drivers—no arguments—no questions asked
- ▶ On long distance trips the “shotgun” passenger is obligated to assist the driver with navigation, by watching the road and attending to the drivers comfort (CD, AC, Defrost, etc.) as well as good conversation. If it is a very long trip this person should take another seat so as to be able to rest and another responsible passenger can take over as shotgun passenger.

Driving at Night

- ▶ Traffic death rates are three times greater at night than during the day according to the National Safety council.
- ▶ Driving at night is more dangerous because ninety percent of the driver’s reaction time depends on vision, and vision is severely limited at night. Depth perception, color recognition, and peripheral vision are compromised after sundown.
- ▶ Older drivers have even greater difficulties seeing at night. A 50-year old driver may need twice as much light as someone twenty years younger than them.
- ▶ Fatigue is another factor adding danger to night driving. Drowsiness makes driving more difficult by dulling concentration and slowing reaction time.
- ▶ Attending school all day, packing up and preparing for the trip, loading the vehicle and possibly not sleeping

well the night before because of all the last minute duties equals a very dangerous driving situation.

Safety Recommendations for Night Driving

- ▶ Clean all exterior lights to make the illuminate to their potential
- ▶ Reduce your speed and increase your following distances. It is more difficult to judge other vehicle’s speeds and distances at night
- ▶ Don’t overdrive your headlights. You should be able to stop inside the illuminated area. If you’re not, you are creating a blind crash area in front of the vehicle.
- ▶ If an oncoming vehicle doesn’t lower their high beams from high to low, avoid glare by watching the right edge of the road and using it as a steering guide.
- ▶ Make frequent stops for snacks and exercise. If you’re too tired to drive, you are obligated to stop and rest.
- ▶ Twilight is one of the most difficult times to drive, because your eyes are constantly changing to adapt to the increasing darkness.

5.2 Automobile Insurance:

Before using a privately owned vehicle for sport club business/ travel, sport club athletes who wish to drive must show proof of car insurance and current driver’s license. State law requires the owner to possess the following liability insurance:

- ▶ \$15,000 per personal injury to, or death of, one person.
- ▶ \$30,000 for personal injury to two or more persons in one accident.
- ▶ \$5,000 for property damage.

The Recreational Sports Office requires proof of insurance coverage required by law. Additionally, the driver must meet AS/HSU safe driving requirements, by taking the defensive driving course offered online by the University. The certification is valid for four (4) years. Rental vehicles will be reserved through Enterprise Rental, Arcata. 15 passenger vans are NOT allowed. NO EXCEPTIONS.

5.3 Accommodations:

If team travel should require overnight accommodations, teams must provide the Recreational Sports Director with the

following information: Name of hotel or home in which team will be staying, dates of overnight stay and phone number of location. Rooming lists must be supplied for hotel stays. Athlete must adhere to occupancy requirements for said hotel. Please use discretion when choosing hotel rooms—the costs really add up quickly. Please refer to our handout giving suggestions on saving money.

5.4 Air Travel:

Air travel arrangements for all teams, persons in groups, and on-campus organizations are subject to state regulations. Such groups may travel only on regular commercial air carriers approved by the state. When traveling by air, the carrier, flight numbers and dates of departure and arrival must be listed on the Travel Form. A release of liability must be on file prior to air travel. All boarding passes should be kept for reimbursement purposes.

SECTION 6: FUNDING

It is recognized as a general principle that the members of sport clubs make every effort to support their teams through their own resources, which may include membership dues, fund raising projects, and special events. Collected funds must be deposited into the clubs' respective Associated Students account.

Clubs are required to deposit any and all donations with Humboldt State University via the Gift Processing Center (GPC) located in the SBS Building. Donations should be made payable to Humboldt State University with the name of the Sports Club on the memo line of the check. The Office of University Advancement will acknowledge the donor and provide a letter to be used for tax purposes. Failure to properly deposit a tax-deductible donation can result in suspension of club activities. Checks/monies should immediately be hand delivered to the GPC for deposit, using the appropriate deposit form. Do not use campus mail.

6.1 Associated Students Accounts: "Fundraising Account"

All sport clubs have an account with the Associated Students. There is no charge to use this account. Clubs may make deposits to this account through the AS Business Office Staff. All sport clubs must fill out the Associated Students/ (Sport Club) Agreement form and Signature card each year. To access your club's money:

1. Submit requests to the AS Business Office. Withdrawal requests (Check Request Forms) must be submitted with proper documentation and receipts.

2. Requests will be processed within a timely manner (usually three working days) and then submitted to the Associated Students Business Office for payment. The A.S. Business Office will process checks within a one-week time period under normal circumstances. Checks may be picked up at the A.S. Business Office or mailed directly to the payee.

3. The Director of Recreational Sports will give final approval on all requests.

4. When making deposits of donations please utilize the Federal ID # for HSU.

6.2 Off Campus Accounts:

Sport clubs are NOT allowed to have an off-campus account.

6.3 Donations:

Clubs are required to deposit **ANY AND ALL DONATIONS** with the HSU Foundation's via University Advancement Services. Donations are made payable to "HSU Foundation c/o Sport Club's name". ONLY the HSU Foundation can recognize a tax-deductible gift. Failure to properly deposit a tax-deductible donation can result in suspension of club activities. When donations are received, they must be immediately brought to the foundation office (cashiers) for deposit. Clubs should also fill out the Fundraising forms in the appendix. Clubs are encouraged to send an additional letter of thanks to the donor.

SECTION 7: ALLOCATED FUND DISTRIBUTION

7.1 Requirements to Receive Funds:

To receive funding, each sport club must turn in:

- ▶ All Sport Club and University paperwork by published deadline.
- ▶ A Team Budget.

Club Teams must also:

- ▶ Be a member of a National or Regional Association
- ▶ Have at least 10 active members competing on the sport clubs level
- ▶ Have at least five (5) organized games, competitions or appearances
- ▶ Be able to fund raise an amount that equals or exceeds allocated fund amounts

NOTE: Newly formed teams, that have been inactive for one (1) year or more, and teams on probation or suspension are not eligible to receive money from the allocated funds. In addition, teams that were previously inactive will be required to take care of any outstanding debts that the former club may have incurred. These debts MUST be repaid within the first semester that the club becomes active. Every effort will be made to work with formerly inactive teams, to assist them in their repayment.

7.2 Recreational Tier Budgets

Starting in fall 2014, second tier (recreational) teams will receive travel money as needed. These funds must be applied for (with proper forms) should travel be required for competitions. Travel money will be awarded up to \$500 per team on an as needed basis (on a reimbursement basis). Fundraising is also required for these teams. Each team is encouraged to fundraise at least \$250 per team/year.

7.3 Distribution of Funds:

Distribution of funds is based on the percentage of all budgets turned in by the established deadline. Eighty percent of the available funds will be allocated towards team travel expenses. Budgets shall be turned in by the published deadline, as well as meet the requirements listed below.

- ▶ Budget shall be balanced.
- ▶ Budget shall conform to approved format.
- ▶ Budget shall be reviewed by the Recreational Sports Director and the Sport Club Council.
- ▶ Only travel (rental vehicles & gas), entry fees, lodging, league dues, shall be considered as budgeted items.

Fundraising

Twenty percent of the available funds are allocated for fundraising. The more money raised, the more money allocated. Only fundraising revenue deposited directly to a team's A.S. account will be counted. Fundraisers must be both legal and ethical and appropriately represent the A.S./HSU and the Sport Clubs Program. Please refer to the "Fundraising Guide" in the Clubs Office for ideas on successful fundraisers.

Membership

Distribution of funds will be based on total membership, (**A member is someone who by the published deadline has filled out a completed Sport Club Information form, Insurance form, and Release of Liability form) point totals, and overall team expenses.

7.4 Point System:

Humboldt State University, Sport Club Program Point System 2018-2019

The point system is intended to measure and reward the level of compliance of individual club sports with the policies stated in the sport club manual and university regulations. Higher point totals may result in greater funding and priority facility scheduling in the subsequent year. Points are awarded to clubs based on several categories including attendance at mandatory trainings and meetings and completion of required forms.

Points are deducted based on failure to complete forms, violation of facility usage and University rules. Sport clubs can earn supplemental points through activities such as community service which, though encouraged, is not mandated under the point system. These extra points will not substitute for points lost through any type of non-compliance with the point system, but may instead be taken into account in the allocation of any leftover funds, should they exist. HSU's "Sport Club of the Year" will also be determined by point total. Each year the sport club council will revise the point and safety officer system.

5 Points — Positive Points earned for...

- +5 Proper Attendance at Sport Club Orientation (5 officers)
- +5 Proper Attendance at each Sport Club General Meetings (2 officers)-4 meetings
- +5 Attendance at each Sport Club Council Meetings (1 officer, Pres. or VP)-4 meetings
- +5 Opening A/S Fundraising Account by 1st Due Date
- +5 Attendance at Treasurer, Travel Secretary and Safety Officer Special Training (1st general mtg)
- +5 Officer contracts signed and turned in on time
- +5 No players caught without insurance at first "practice check"
- +5 Attendance at the Club's Fair on the Quad
- +5 Attendance at the Sports Club Showcase on the University Quad.
- +5 Submit your requested funding allocation by deadline.
- +5 Fundraising "match money" met (\$850)
- +5 For rosters over 25 students
- +5 Sport Club team presentation to group at general meeting (topic must have **approval**)
- +5 Volunteer for Recreational Sports Fundraisers (4 hours required by at least 2 persons)
- +5 Member/Affiliation with National Governing Body
- +5 2 CPR members
- +5 Every \$2,500 added to fund raising account

2 Points — Positive Points earned for...

- +2 Travel Request in on time (10 days prior)
- +2 Submit game report after returning from competition (within a week)
- +2 Submit all travel reimbursements by deadline (2 weeks)
- +2 Attendance at meeting with club coordinator

-5 Points — Negative Points earned for...

- 5 Behavioral issue involving drugs or alcohol
- 5 Behavioral issue involving violence/fighting
- 5 Behavioral issue involving dishonesty or fraud
- 5 Lost equipment
- 5 Late submittal of requested funding allocation (budget) by deadline.

-10 Points — Negative Points earned for...

- 10 Travel violation-hotel room left in disarray – possible suspension
- 10 Behavioral issue involving hazing – possible suspension
- 10 Disorderly conduct off campus – possible suspension

7.5 Sport Club Fines:

(Amended by council April 2016)

\$75 1. Missed meetings

\$125 3. Practice Check Violations

- ▶ Players without insurance

\$25 4. Late Travel Request

- ▶ Must be in within 10 days of travel
- ▶ Up \$25 with each occurrence

\$25-\$125. 5. Travel Violations

- ▶ Minor – parking tickets
- ▶ Major – Speeding tickets, DUI, etc.

\$25 7. Late meeting fine

- ▶ 15 minutes or later

Double travel fines for teams on probation.

7.6 Travel Reimbursement:

Travel reimbursement will be made for official club competition and/or business trips only. Only club members authorized by each team's executive board and with a valid driver's license and proof of auto insurance on file will be allowed to receive travel reimbursement.

Reimbursements should be submitted to the Recreational Sports Office the week following the trip. Reimbursements will be requested and checks will be issued to the individual who paid the money to travel. Please be careful in keeping all necessary receipts. Reimbursements cannot be made from bank or credit card statements. All receipts must be original.

SECTION 8: ANNUAL SPORT CLUBS AWARDS

8.1 SPORT CLUB LEADER OF THE YEAR

This award is presented to the sport club officer who has significantly contributed unselfishly of themselves not only to their respective sport club team, but to the sport club program as a whole.

- ▶ The club sport coordinator and rec director will determine the recipient by evaluating officers work ethic, commitment to the program, and relationships with our office.
- ▶ 2017-2018 Recipient: Tori Laidlaw, Women's Rugby

8.2 SPORT CLUB ATHLETE OF THE YEAR

This award is presented to the Sport Club athlete who has demonstrated outstanding athletic ability and talent in their respective sport.

- ▶ 2017-2018 Recipient: Dalvin Jamal Milton, Men's Rugby

8.3 TEAM OF THE YEAR

This award is presented to the team who has positively represented HSU sport clubs, has excellent sportsmanship rapport, and has succeeded in competition performance. For the first time in club history, "Team of the Year" will be determined by point totals.

- ▶ 2017-2018 Recipient: Men's Rugby

8.4 COACH OF THE YEAR

- ▶ 2017-2018 Recipient: Ashley Donnell, Crew

8.5 SPIRIT AWARD

- ▶ 2017-2018 Recipient: Brighton Hayashida, Men's Ultimate

SECTION 9: APPENDIX AND FORMS

FORMS

Throughout their season each sport club team will be required to fill out various forms, including those for travel, insurance, health history, coach/advisor contracts, etc. The timely completion of these forms allows teams to run their programs smoothly. Failure to complete these forms may interrupt regular seasons and practices. These forms can be obtained in three ways:

- ▶ At the Recreational Sports Office (RWC 101)
- ▶ On the Sport Club website at humboldt.edu/recsports
- ▶ At the Sport Club Orientation meeting.

USE OF "HSU" NAME

Sport clubs are granted the right to use the name "Humboldt State University" or "HSU" in describing their organization. Sport Clubs must themselves understand and make it clear in their representation to third parties that they speak only for their team/players, not the University or the Associated Students. Sport clubs are not agents of the Associated Students or Humboldt State University.

FUNDRAISING

Sport Club teams may conduct fundraising events on campus, provided the project is consistent with the purposes of the student organization and in agreement with University policy. Please refer to the Student Organization Handbook for additional fundraising policies and procedures or contact the Clubs and Activities office by phone at 826-6012. To become a successful fundraiser, it is crucial to be organized. Some questions to ask yourself when you begin thinking about planning a fund-raiser are:

FUNDRAISING TIPS

Please refer to the "Fundraising Guide" in the Clubs office. This book can be checked out for one week intervals.

Who has the money?

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

How are you going to reach these groups?

This is your product or your service that forms the basis for

your fund-raiser. It can be anything from T-shirts to product endorsement or corporate advertisement. Whatever you decide, make sure that it fits with your target group.

What are some things that could reach this target group?

When will this happen?

Choose a date for your fund-raiser; think about when your target group will be most exposed. For example, if you are having a bake sale, maybe the weekend isn't the best time. Try to be as detailed as you can be about choosing a time that will expose your fund-raisers to the most people in your target area. This can also be a deadline for yourself to get your projects done and on time. Start early; the sooner you begin planning and accomplishing tasks, the more well planned and successful your fund-raiser is likely to be.

What would be a good time of year, or a good time during the week, to reach your particular target audience?

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

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

What needs to happen and when should each item be finished?

Where is a good place for your fund-raiser?

Again, this goes back to your target group. If you are reaching students and faculty then a residence hall is not likely the best place to have your event. Reserving a room in the University Center can be a great alternative, so start early and reserve your space ASAP. Planning is the key to a successful event.

What are some good locations for the event, and Why?

Why are you doing this event?

It is important to know why you are doing this event. Do you need the money, or is this something that your team has always done? Always remember to ask yourself why you are going to all the trouble to raise money for your team. Use a goal to motivate your club to finish their tasks on time and take the effort seriously. For example, if you are raising money to go to a competition, place the fliers of the meet or

tournament all over your room. Make the competition a part of your team's goals for the year. Talk about the event with your teammates often. Build up excitement in your group by making the planning of the event fun—and involve food! What are some reasons for you to raise funds? What do you want to accomplish through more funds this year?

SPONSORSHIPS

Corporate sponsorships for sport clubs are a valuable fundraising source, but all such sponsorships must be coordinated in advance with the staff. Written proposals should be professional and well thought out before requesting funds from a sponsor. Soliciting and obtaining sponsorships can be one of the most difficult tasks facing an organization. Finding a corporation willing to give money or product, to help in the success of a club can often be a frustrating and time consuming endeavor. But once received, sponsorships are invaluable in helping clubs reach their goals.

The following are guidelines for soliciting and maintaining long-term relationships with sponsors.

1. Identify those companies most likely to sponsor you.
 - A. What other clubs have they sponsored?
 - B. Do you know someone in the company?
 - C. Are they interested in the college market?
 - D. Is someone in the company an alumni?
2. Get the name, title, and address of the company contact.

EXAMPLE OF SPONSORSHIP LETTER

Mr. Joe Smith Sponsorship
Play It Again Sports
5545 Humboldt Hill
Arcata , CA 95521

February 12, 2005

Dear Mr. Smith,

My name is Brian Hollywood, President of the HSU Ice Hockey Club. This is our 18th season as a club on campus. During this time we have gone from a few interested players to a recognized club ice hockey team that is capable of competing against schools such as UCSD, USD, Sacramento State, San Jose State, and Fresno State to name a few. In the previous seasons we have competed in the Pacific Coast Hockey Association (PCHA). This upcoming season we are committed to transitioning from playing only in the PCHA to becoming a recognized American Collegiate Hockey Association Division III club. We are proud to represent the Lumberjacks as the officially sanctioned hockey club recognized by the university.

The team and I are attempting to raise some much needed funds to help us train and compete against other universities within our region. As you can imagine with the cost of ice rental, travel, and equipment, we have a high overhead for a non-varsity sport, and our budget allocation is small from the university. We are conducting a fund-raiser on campus this April to not only raise revenue, but also awareness of our presence on campus. We would like to raffle off a gift certificate from your store, as well as some other sponsorship we have secured for the event.

I understand the gift certificate is very expensive and that you don't give them out to just anybody who solicits your company. In return for your sponsorship (at whatever level you choose) we would place a banner advertising your store in a prominent

- A. Make sure the contact name is spelled correctly.
- B. Make sure the title is correct.
- C. Make sure the company name is correct.

3. Send an approach letter. See Appendix for letter example.
4. Follow up with a phone call.
 - A. Give the contact a week or two to receive your letter.
 - B. If you receive the sponsorship go to 5.
 - C. If you don't receive the sponsorship, find out why. If they don't sponsor your type of group, thank them for their time. If it is a matter of timing and budgeting, find out when the corporation should be contacted for the future.
5. After receiving the sponsorship, send a thank you letter.
6. Make sure the club gives the sponsor everything that was promised them for their sponsorship.
7. Take pictures and send the sponsor copies of anything with their name on it.
8. Invite the sponsor or a representative to any special events you might have.
9. Follow up the season with a year-end recap.
10. Thank the sponsor once more, and ask for their sponsorship for the following year.

*Alcohol and Tobacco Sponsors Are Not Allowed

student flow area where we will be conducting our fund-raiser for two weeks. In addition we will advertise our fund-raiser on fliers showing your logo all over campus. We would also be willing to silk screen your logo on our jerseys. I would like to suggest that we reach some sort of mutually beneficial agreement that might help us both out.

It is clear through your excellent reputation that your store is a champion for supporting under funded programs, and financially less fortunate athletes. I hope we can offer the opportunity to extend that commitment further. Thank you very much for considering this proposal. I would welcome the opportunity to discuss the matter at greater length.

Respectfully,

Brian Hollywood
President, Ice Hockey Club
Humboldt State University
1 Harpst St
Arcata, CA 95525

EXAMPLE OF CONSTITUTION

All sport clubs are required to have a team constitution. The internal organization of a sport club determines the success of that club. A club's ability to conduct its business rests with the leadership of the club. As student-run organizations, that responsibility lies solely with the club membership.

SUGGESTED CONSTITUTION AND BY-LAWS FORMAT

A constitution and by-laws should be simple and should reflect the scope and purpose of the organization. The constitution articulates the purpose of the organization while the by-laws spell out the organization's operating procedures. The constitution and by-laws comprise a single document as suggested below.

Sample Constitution

Date adopted — The date the document becomes effective.

Date revised — The date that the document becomes effective with stated changes.

Article I Name

State the name of the organization.

Article II Relationship

State present or intended affiliations the organization may have with other local, state, or national organization.

Article III Purpose

State the purpose and aims of the organization.

Article IV Members

State the requirements for membership. The organization "will not deny consideration for membership to any student because of race, sex, religion, creed, national origin, challengers, or marital status, except those qualifications of sex directly relevant to the organization's purpose." Indicate what the dues will be and when they are to be paid.

Article V Officers

Include list of officers, terms of office, and descriptions of responsibilities. Also include provisions for vacancies of offices, methods of electing officers, election procedures, and time of election. Indicate how committees are formed and their responsibilities.

Article VI Advisor and Coach

Includes responsibilities for the Advisor and Coach(s).

Article VII Travel

States travel rules and regulations for team travel to and from events.

Article VIII Meetings

State the regular meeting time and describe provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling meetings. Also include provisions for rules or order, such as Robert's Rules of Order Newly Revised.

Article IX States how to change the Bylaws by making an amendment to the Constitution.

RETURNING AND/OR NEW SPORT CLUB APPLICATION

SPORT CLUB: _____ SEMESTER / YEAR _____

ADVISOR: _____

DEPARTMENT: _____

CLUB REPRESENTATIVES:

PRESIDENT / COACH: _____ PHONE: _____

VICE PRESIDENT: _____ PHONE: _____

SECRETARY: _____ PHONE: _____

TREASURER: _____ PHONE: _____

NAME OF LEAGUE YOUR TEAM WILL BE AFFILIATED WITH: _____

HAS YOUR TEAM SIGNED IN AT THE CLUBS OFFICE (U.C.)? YES NO
(CIRCLE ONE)

Please note what I.R.A. and A.S. funds will pay for.

I.R.A.

*Travel

a. Gas

b. Transportation

*League Dues

*Tournament fees

A.S.

*Travel

a. Gas

b. Transportation

*League Dues

*Tournament fees

*Hotel

Several teams require membership fees and dues. Please indicate the amount you require from your team members.

Fees required \$ _____ Dues \$ _____

ELIGIBILITY REQUIREMENTS FOR SPORT CLUB MEMBERS:

DO NOT TURN IN UNTIL FORM IS COMPLETE!



**THESE FORMS (A-D) MUST BE FILLED OUT ONLINE AT:
imleagues.com/humboldt**

(A) EMERGENCY CONTACT INFORMATION AND INSURANCE FORM

Sport Club: _____

Academic Year: 2018-2019

Name: _____ **Email Address:** _____

Home Phone _____ **Cell Phone:** _____

Date Received: _____

This form is for emergency contact information in case of personal injury or accident when under the auspices of Humboldt State University Sport Clubs. This form will be kept on file for two semesters (Fall-Spring) in the Sport Club Office (RWC 101)

All club sports members are encouraged to have primary health insurance through your parents, private, or through the Health Center Insurance plan. Humboldt State is recognized by CSU Club Sport insurance which provides all club members with secondary insurance. If an accident should occur the CSU insurance policy will provide coverage beyond the yearly deductible. Please notify (complete insurance form) the Club Office of any injuries that may require insurance coverage within two days (48hrs).

Please give all information for emergency purposes!

Name of Parent or Legal Guardian: _____

Home Address: _____

Father's Employer: _____ **Work Phone** _____

Mother's Employer: _____ **Work Phone** _____

Home Phone: _____ **Parent's Cell Phone** _____

Primary Insurance Company: _____

Mailing Address for Claims: _____

Primary Insurance Company Phone: _____

Policy Number: _____ **Expires On** _____

THESE FORMS MUST BE COMPLETED AT imleagues.com/humboldt BEFORE ANY OFFICIAL PRACTICE.



HUMBOLDT STATE UNIVERSITY

INFORMED CONSENT, RELEASE & ASSUMPTION OF RISK AGREEMENT FOR PARTICIPATION IN SPORTS CLUBS

In consideration for being allowed to participate in the _____ Sport Club Team from _____ (date) through _____ (date), I hereby waive all claims or causes of action against the State of California, the Trustees of the California State University, Humboldt State University, and their officers, agents, employees, auxiliaries, volunteers and any other public agencies arising out of my voluntary participation in this activity, all of which are collectively hereinafter referred to as the "State," and hereby release, hold harmless, and discharge the State from all liability in connection therewith.

I further understand that accidents and injuries can arise out of participation in this activity, including, but not limited to property damage, personal injury or death. Knowing, understanding, and fully appreciating all possible risks and dangers which may occur, including but not limited to hazards of travel, accident, illness, or acts of God, I hereby expressly, voluntarily and willingly assume all risks and dangers associated with my participation in this activity. It is further understood and agreed that this informed consent, release, and assumption of risk is to be binding on my heirs and assigns.

In addition, I have been advised to obtain personal medical insurance coverage. Furthermore, I agree to use my personal medical insurance as the primary medical coverage payment if accident or injury occurs.

I have read this informed consent, release, and assumption of risk and understand the terms used in it and their legal significance. This informed consent, release, and assumption of risk is freely and voluntarily given with the understanding that the right to legal recourse against the State is knowingly given up in return for allowing my participation in this activity.

Types of Risks Involved with Activity: Property damage or loss; Personal injury or death.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING.

(Releasor's Signature)

(Date)

(Parent or Guardian if Releasor is under 18)

(Date)



RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: _____

Activity Date(s) and Time(s): _____

Activity Location(s) _____

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the state of California, the Trustees of The California State University, California State University, [campus name] and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, including claims of the University's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the state of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms. I have read this document, and I am signing it freely.

No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Participant Name (print): _____ **Date:** _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity. I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document. I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Signature of Minor Participant's Parent/Guardian: _____

Participant Name (print): _____ **Date:** _____

Minor Participant's Name: _____



HUMBOLDT STATE UNIVERSITY

SPORT CLUBS CODE OF CONDUCT

Participation on a sport club team at HSU is a privilege. This privilege brings with it certain obligations both on and off the field of play. Students and coaches are to conduct themselves in a manner that is a credit to the university. If you are representing the university in competition or practice and fail to represent the university in a positive manner and/or at any time drugs or alcohol are involved, an automatic suspension will occur. The situation will be reviewed by the Director of Recreational Sports who will refer the matter to Student Affairs for appropriate sanctions against the individual, the team or both.

It is also important to point out that while driving a university vehicle, all laws of the road should be followed with great caution. Should driving laws be violated, driving privileges could be revoked for the person involved or the entire club.

Also, if there should be a problem of any kind (conduct, violation of the law, etc), please notify the Director of Recreational Sports as soon as possible.

I, the undersigned, have read, understand, and agree to accept this Code of Conduct at all times while playing on a Humboldt State University sport club team, representing the university.

I, the undersigned, also understand that the CSU insurance policy is null and void, should any drug or alcohol be involved in the accident or injury.

Signature

Date

Please print name

Email Address

Home phone

Cell phone

HUMBOLDT STATE RECREATIONAL SPORTS
TRANSGENDER* PARTICIPATION STATEMENT for
SPORT CLUBS

Participation policy for transgender student who is taking medically prescribed hormone therapy*

1. A male-to-female transgender student who is taking medically prescribed hormone treatment related to gender transition may participate on a men's team at any time.
2. A male-to-female transgender student must complete one year of medically prescribed hormone treatment related to gender transition before competing on a women's team.
3. A female-to-male transgender student who is taking medically prescribed testosterone related to gender transition may not participate on a women's team after beginning hormone treatment.
4. A female-to-male transgender student who is taking medically prescribed testosterone for the purpose of gender transition may compete on a men's team. Sport Club participants may require approval of the specific NGB.
5. In any case where a student is taking hormone treatment related to gender transition, that treatment must be monitored by a physician.

Participation policy for transgender students not undergoing hormone therapy*

1. Any transgender student who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender, or sex.
2. A female-to-male transgender student who is not taking testosterone related to gender transition may participate on a men's or women's team.
3. A male-to-female transgender student who is not taking hormone treatments related to gender transition may not compete on a women's team.

* Our statement follows the NCAA policy for transgender participation in sex-separated sports, in regards to the use of hormone therapy.

FACILITY RESERVATION FORM FOR HOME CONTEST

Must have game schedule on file for approval

CLUB: _____ **CLUB REP:** _____

DATE OF COMPETITION: _____

TIMES OF COMPETITION: _____

VISITING TEAM: _____

WE WOULD LIKE TO RESERVE

- | | |
|---|---|
| <input type="checkbox"/> CAMPUS EVENTS FIELD | <input type="checkbox"/> EAST GYM |
| <input type="checkbox"/> UPPER PLAYING FIELD | <input type="checkbox"/> WEST GYM |
| <input type="checkbox"/> REDWOOD BOWL | <input type="checkbox"/> FIELD HOUSE |
| <input type="checkbox"/> COLLEGE CREEK FIELD | <input type="checkbox"/> KA GYM |
| <input type="checkbox"/> OTHER _____ | |

Number of people expected: _____ **College-Affiliated?:** _____

Additionally, we request use of the following support services:

- Locker room**
- Showers**
- Classroom** # _____
- Chairs** # of chairs _____
- Tables** #of tables _____
- Bleachers**
- Other equipment (List)** _____

ALL PRACTICES AND GAME PARTICIPANTS MUST HAVE RELEASE FORM ON FILE, MUST HAVE SIGNED THE OFFICIAL CLUB ROSTER, AND MUST BE ENROLLED IN THE CLASS.

OFFICE USE ONLY

Approved: _____ **Disapproved:** _____ **Date:** _____

Reason: _____

Received

Date: _____

TRAVEL APPLICATION

Application must be filed 10 (ten) working days before date of trip. Applicants must have game schedule on file for approval.

CLUB _____ **DATE** _____
DESTINATION _____

DEPARTURE	DAY/DATE:	TIME:
RETURN	DAY/DATE:	TIME:

coach or captain travelling with the team

NAME _____ **ADDRESS** _____ **PHONE** _____

assistant or second-in-charge travelling with the team

NAME _____ **ADDRESS** _____ **PHONE** _____

if trip is overnight, list information of club location

LOCATION _____ HOTEL
 PRIVATE RES. **PHONE** _____ **DATE** _____

LOCATION _____ HOTEL
 PRIVATE RES. **PHONE** _____ **DATE** _____

This form must be turned into your club advisor.

RECEIVED BY _____ **DATE** _____

method of transportation

A. Check Method of Transportation: **ENTERPRISE** **PRIVATE VEHICLE(S)**

If you are planning to use Enterprise, you must request vehicles TWO WEEKS prior to departure by calling Jan Henry at 826.5965

Rental number _____

Type of vehicles: **PACKERS (12 person)** **MINI VAN (7 person)** **CAR (5 person)**

B. If travelling by private vehicle, please fill out DMV form.

NAME _____ **PHONE** _____

IF DRIVING A PRIVATE VEHICLE: Is/Are the private vehicle(s) in safe, working order? **YES** **NO**

On the accompanying Travel Roster, list all names of persons who will be traveling. This application will not be approved without a complete listing. Members who have not completed all necessary requirements (Insurance forms, sign roster, enroll in class) will not be permitted to travel.

Submitted by _____, Travel Secretary or Team Officer

DEPARTMENT USE ONLY

Approved: _____ **Disapproved:** _____ **Date** _____

Reason _____

SPORT CLUB TRAVEL ROSTER

CLUB NAME _____

LOCATION OF EVENT _____

DATE OF EVENT _____

Non-students must be signed up as volunteer coaches through the Recreational Sports Office.
Teams can have three volunteer coaches per team.

*Indicate Driver with astrisk.

VAN/CAR #1			
NON-STUDENT/COACH NAME	PHONE #	STUDENT NAME	PHONE #

VAN/CAR #2			
NON-STUDENT/COACH NAME	PHONE #	STUDENT NAME	PHONE #

Additional Roster Space on Following Page

SPORT CLUB TRAVEL ROSTER

CLUB NAME _____

LOCATION OF EVENT _____

DATE OF EVENT _____

Non-students must be signed up as volunteer coaches through the Recreational Sports Office.
Teams can have three volunteer coaches per team.

VAN/CAR #3			
NON-STUDENT/COACH NAME	PHONE #	STUDENT NAME	PHONE #

VAN/CAR #4			
NON-STUDENT/COACH NAME	PHONE #	STUDENT NAME	PHONE #

Additional Roster Space on Back

Office of Recreational Sports
Club Sports - Release to Travel Form

Club _____ TRIP LEADER I _____ Cell _____
(Must be coach or officer)

TRIP LEADER II _____ Second Cell Phone _____

In case of a Major Emergency or a life threatening accident, the following people should be contacted IN THE ORDER LISTED: 1. UPD (707-826-5555 or 911) 2. Jan Henry, Director (707) 826-5965 (work) (707) 845-6304 (cell).

Your club has been cleared to travel for the following dates: _____.

Rental Cars have been reserved for your team. NO YES # of vehicles _____

Pick up vehicle(s) at Plant Operations (B St. at 14th).
You must have picture ID, Defensive Driving Card, and Volunteer Form on file prior to traveling.

Please remember our Risk Management Policy for Travel

- Clubs cannot drive for more than 14 hours in any given 24 hour period. The majority of the driving must be during daylight hours.
- Clubs may not depart after 4 PM for trips exceeding eight (8) hours.
- Drivers must be at least 18 years old/21 for rental cars.
- Vehicles may not be overloaded; there must be one seat belt per person.
- If a breakdown occurs, the Director of Recreational Sports should be contacted immediately.
- When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic.
 - Check all lights and hitches prior to departing HSU.

No alcoholic beverages are allowed at any time. All drivers must have refrained from drinking for at least 12 hours before a trip departure and must be completely alcohol-free.

I have read and understand the risk management policy: _____
Signature, TRIP LEADER

- **REMEMBER TO KEEP ANY AND ALL RECEIPTS!**
- **Submit reimbursements in a timely manner upon return (within a week).**
- **DO NOT PRE-PAY YOUR GAS! USE CREDIT CARDS!**
- **DON'T PARK ILLEGALLY! OBEY ALL TRAFFIC RULES!**
- **REPRESENT HSU IN THE MOST POSITIVE LIGHT POSSIBLE**
 - *Remember, you are a guest!*

Drive Carefully and HAVE FUN!

Signature of Director, Recreational Sports, _____

SPORT CLUB REIMBURSEMENT

Complete form and return to Recreational Sports Office with receipts attached

Pickup Send

Sport Club: _____

Pick Up (still need address): _____

Send To Address: _____

Reimbursement Mailing Address (Required for pickup or send))

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____

PLEASE DO NOT INCLUDE NON-TRAVEL EXPENSES (NO FOOD)!

Type of Reimbursement: Gas \$ _____ League Dues \$ _____ Hotel \$ _____

Other _____

Travel Information

Dates Traveled _____

Destination _____

Purpose of Trip _____

Travel Pre-Approved Yes No

Office Use Only

Receipts Totaling \$ _____

Reimbursement \$ _____

Reimbursement

A.S. \$ _____ IRA \$ _____

Received

Date: _____



Humboldt State University Recreation and Wellness Center Major Injury/Incident Report Log

Name of Injured Person: _____
 Phone _____ Date of Birth _____
 Address _____
 Date: _____ Time: _____ am/pm

Check if care was recommended, but denied.

Did the individual continue to participate in the activity?

YES NO

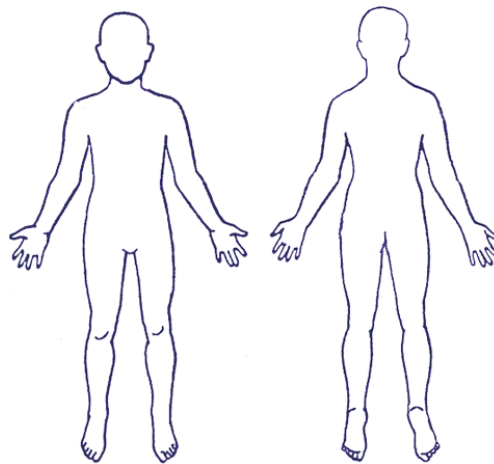
What activity was the individual involved in? _____

Type of injury/incident (circle all that apply):

- | | | |
|----------------------------------|----------------------------|--|
| Allergy or sensitivity | Exposure effects heat/cold | Occupational overuse injury |
| Amputation | Fainting | Poisoning/toxic effects |
| Asphyxiation | Foreign body | Post - traumatic shock |
| Bruising | Fracture/dislocation | Psychological disorder/stress effects |
| Burn / scalds | Hearing loss | Puncture |
| Communicable disease | Hernia | Respiratory |
| Concussion or other neuro injury | Internal injuries | Skin condition (eg dermatitis/ eczema) |
| Contusion/crush | Laceration/deep cut | Superficial wound or abrasion |
| Damage to artificial aids | Multiple injuries | Sprain/strain |
| Electric shock or effects | Nausea/vomiting | Vision impairment |

Part of Body Affected:

- | | Left | Right |
|---------------|------|-----------|
| Head | | Chest |
| Face | | Stomach |
| Ear | | Internal |
| Eye | | Back |
| Neck | | Groin/Hip |
| Shoulder | | Buttock |
| Upper Arm | | Thigh |
| Elbow | | Knee |
| Forearm | | Shin/calf |
| Wrist | | Ankle |
| Hand | | Foot/toe |
| Fingers/Thumb | | |



Location(s) where injury/incident occurred:

Copy To: Rec Sports SRC CA Club Sports Health Education Kinesiology
 Other _____

Actions Taken:

___Documentation only ___Ice Given ___First Aid ___UPD/Paramedics Called

Witness to injury/incident:

Name _____ Date of Birth _____

Address _____

Phone _____

Employee(s) reporting injury/incident:

1) Name _____

Phone _____

2) Name _____

Phone _____

Please use this space to describe the events leading up to the incident/injury. If extra space is needed, attach an extra sheet of paper.

Staff Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Director Signature _____ **Date** _____

Revised 9/24/13

HSU RECREATIONAL SPORTS WEB PAGE UPDATE

Club Sport _____

CONTACT INFORMATION:

Head Coach: _____ Phone: _____ Email: _____

President: _____ Phone: _____ Email: _____

Vice President: _____ Phone: _____ Email: _____

Secretary: _____ Phone: _____ Email: _____

Treasurer: _____ Phone: _____ Email: _____

Volunteer Coach: _____ Phone: _____ Email: _____

Volunteer Coach: _____ Phone: _____ Email: _____

Volunteer Coach: _____ Phone: _____ Email: _____

PRACTICE SCHEDULE:

DAY OF WEEK	TIME OF DAY	LOCATION
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

COMPETITION SCHEDULE:

Please attach a competition schedule (if you have one) or drop one by RWC 101 when available.

DUES:

Please indicate amount of dues owed (and how often) for each club member. _____

CLUB NEWS:

Please indicate any important information and/or happenings regarding your club. This information should be provided to the Club Sports Coordinator on a regular basis so that we can keep online information up to date. Use the back of this sheet for club news.

VOLUNTEER IDENTIFICATION FORM

Last Name	First Name	Middle Initial
Street Address	Apt #	City
Phone Number		
Emergency Contact	Phone Number	
Supervisor's Name	Phone Number	
Department		
Volunteer Start Date	Termination Date	

Volunteer agreement will remain in effect for one year from date signed by campus personnel.

Assignment and Summary of Duties (include team)

- | | | |
|---|------------------------------|-----------------------------|
| 1. Need to drive a vehicle on university business | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Need to travel on university business | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- | | | |
|---|------------------------------|-----------------------------|
| Are you receiving academic credit for volunteering? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a university student or faculty member? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you under the age of 18? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you are under the age of 18, please provide date of birth? _____

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

Signature of HSU Volunteer	Date
----------------------------	------

Academic department Chair (Academic Programs Only)	Date
--	------

Approval of Campus Personnel (Director, Dean or Vice President)	Date
---	------

Routing: Return completed form to Human Resources, Siemens Hall 211	HR Initials
---	-------------

DEFENSIVE DRIVER TRAINING

How to enroll, take the course and print the certificate

1. Go to <http://CentralStationU.skillport.com>
2. Scroll to "Register Here for Defensive Driving Fundamentals" and click on the link.
3. Complete the new user registration.
 - ▶ Choose a user ID and password you will be able to remember later.
 - ▶ when prompted for your email, you must use your Humboldt.edu email address.
4. Wait for your registration confirmation and approval to arrive in your email inbox (up to 48 hours).
5. Upon approval, return to <http://CentralStationU.skillport.com> and log on.
 - ▶ You can perform a test to confirm computer compatibility by clicking on "Support," then clicking "Technical Support" and selecting "Browser Test."
6. Click on "Catalog."
7. This will bring up "Defensive Driving Fundamentals." Hover over "Defensive Driving Fundamentals" and click "Launch" to begin your course which appears as a video training lecture.
 - ▶ You must click "Yes" to proceed to the "Table of Contents" for the lecture.
 - ▶ You may select "Course Overview" or select one topic at a time.
 - ▶ Please note that even though you are answering quiz questions during the lecture portion, these quiz questions are not actually part of the course test.
8. Upon completion of the video training lecture, click "Course Menu" to review your status for each topic.
 - ▶ If the topic is complete, you will see a green status circle next to the topic title.
 - ▶ You must earn an 80% or higher on all quizzes within the course to proceed to the course test.
9. Under the "Course Menu," click "Take Course Test" to complete your defensive driving test.
 - ▶ You must earn an 80% or higher on the test to pass the course.
 - ▶ You may retake the test until you have received a passing score.
10. Upon successful completion of the Course Test (earning an 80% or higher) and successful completion of each video training lecture (viewing all topics and earning an 80% or higher on quizzes), you will need to print the Certificate of Completion.
11. To print the Certification of Completion, return to the original screen (where you first entered the training course) by closing the SkillSoft Course Player (the pop up window that appeared while you were taking the course).
 - ▶ You should see "Defensive Driving Fundamentals" confirming you have completed the course.
13. On the right hand side of the screen, point to and click the red ribbon icon to view your certificate.
 - ▶ Right click on your mouse to print the certificate.
14. To complete the Defensive Driver Training documentation and receive your Defensive Driving Training (DDT) card, bring the following documents to Plant Operations at 14" and B Street during regular office hours of Monday-Friday, 8am-5pm.
 - ▶ Defensive Driving Fundamental's Certificate of Completion
 - ▶ Valid California Driver's License (if out-of-state license, bring current print-out of DMV record)
 - ▶ HSU Identification card or completed Volunteer Form (form located under "Forms" on HSU website)

TAKE CERTIFICATE TO FACILITIES MANAGEMENT TO RECEIVE DEFENSIVE DRIVING CARD, THEN BRING DEFENSIVE DRIVING CARD TO RWC 101.

**Humboldt State University ♦ Gift Processing Center
HSU Donation Deposit Form**

Date: _____ Name of Department: _____

Trust Account Name: _____

Trust Account #: _____

Activity/Event (describe if necessary): _____

Signature _____ Phone _____

Total Number of checks: _____ Total Amount: \$ _____

DONATIONS (Use additional deposit forms if necessary)

Donor's last name:	Type of Payment*	Amount Received
1	check	\$
2	check	\$
3	check	\$
4	check	\$
5	check	\$
6	check	\$
7	check	\$
8	check	\$
9	check	\$
10	check	\$
11	check	\$
12	check	\$
13	check	\$
14	check	\$
15	check	\$

*cash, check or credit card

Please use the Gift Proposal Form for non-cash/In-kind gifts

Cash Breakdown 50/100's _____ 20's _____ 10's _____ 5's _____ 1's _____ coin _____ TOTAL _____	For Use by Cashier Only
---	-------------------------

**HUMBOLDT STATE UNIVERSITY
SPORT CLUB PROGRAM
REQUEST FOR ADDITIONAL FUNDS**

Club Sport _____ **Date of Request** _____

Person Making Request _____

Please indicate your affiliation with the club.

Academic Year _____ **Requested Amount:** _____

What Will These Funds be Used For?

Has your club qualified for post season play YES NO

During the current academic year, how much money has your club fundraised for? _____

Why does your club deserve this money over other applicants?

Use back if necessary.

OFFICE USE ONLY REQUEST GRANTED REQUEST DENIED

AMOUNT GRANTED _____ **DIRECTOR'S SIGNATURE** _____

Humboldt State University – Sports Clubs Competition Results Form

Sport Club _____

Competition/Event _____

Date of Event ____/____/____

How did your team finish? _____

Accomplishments: _____

Any Information you would like to see on your team's web page?

Did anyone get injured? Yes ____ No ____
If yes please explain: _____

Were there any traffic violations? Yes ____ No ____
If yes please explain: _____

Were there any behavioral issues? Yes ____ No ____
If yes please explain: _____

OFFICE OF RECREATIONAL SPORTS

Recreation and Wellness Center 101

humboldt.edu/recsports