

SAMFORD

CAMPUS RECREATION

Sport Clubs Handbook

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<https://www.samford.edu/campus-recreation/sports-clubs>

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Welcome to the Samford University Club Sports Program!

This manual serves as an informational tool for all Club Sport Officers and Participants. The Club Sports Program strives to offer the university community a platform to participate in collegiate athletics, community involvement, and service. We value student leadership, teamwork, ethical and responsible behavior on and off the field, sportsmanship, and respect for all. For additional information, please visit our website at <https://recreation.samford.edu/>

Organization Structure

Club Sports Council Executive Board

The Club Sports Program is student led, staff facilitated. The Club Sports Executive Board governs the program and is comprised of a small student advisory group who interacts directly with the Campus Recreation Department. The Board serves as an action committee representing all Club Sports organizations. The Club Sports Executive Board shall exist to adjudicate disciplinary situations and appeals and to evaluate proposed program and policy changes. Primarily, this board recognizes its duty to improve and promote a quality Club Sports Program at Samford University. The Executive Board, along with the Club Sports Director, will work together in order to make programmatic and financial decisions, as well as determine judicial sanctions for violations.

The following are some of the duties of the Executive Board:

- Provide direction for the implementation of new policies and regulations
- Provide a forum for clubs to discuss general concerns and program changes
- Lead budget allocation meetings with all clubs and make funding decisions
- Conduct disciplinary hearings as needed
- Review membership applications for potential clubs
- Provide leadership, direction and guidance for Club Sports membership
- Create service and engagement opportunities for all club members
- Create and oversee high-scale fundraising efforts for all clubs to benefit from
- Market the program throughout campus and through social media

The Executive Board is chosen through an application and interview process. Those interested in being part of the Board should apply in the spring semester. Applicants must have a minimum of one year being part of the Club Sports Program. Officer experience is preferred.

Club Sport Council

The Club Sport Council is comprised of the Leadership Board for every club. Every time the Council meets, each club is required to have at least two representatives at the meeting. Clubs are afforded one unexcused absence per academic year. Additional missed meetings will result in Compliance Checklist point deduction. Additionally, clubs must be present to have voting privileges.

Club Membership and Eligibility

The Samford University Club Sports Program operates in accordance with all Federal laws and regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnic group, national origin, sexual orientation or handicap. Membership in all Club Sports programs must be open to all currently enrolled students (undergraduate and graduate), pending any league rules stating otherwise, as well as follow the guidelines of the Office of Student Involvement policies.

- Undergraduate students must be enrolled at Samford University for at least six (6) credit hours per semester he/she is participating with the club.
- Graduate students must be enrolled for at least three (3) credit hours per semester. Please note that graduate students, faculty or staff may be restricted from league or association competition. Please check with your league or association in advance of competition for eligibility guidelines.
- A member is not permitted to practice until an online Assumption of Risk Waiver has been completed. Clubs that are identified as high risk must also take an ImPact Baseline Test
- Current varsity intercollegiate athletes are not eligible to participate in Club Sports. Former intercollegiate athletes are allowed to participate, however, clubs must check with their leagues or associations to insure

that they meet their eligibility requirements.

- Alumni are not eligible to participate in Club Sports. Alumni may assist the club in general club operations.
- Active club sport participants must be in good standing with the University in order to fully participate including games and travel.
- Tryouts shall only be held to determine what members of the club will compete or to determine A and B squads etc.

Club Leadership

Club Sports officers are an extremely vital and important part of the success of clubs. The clubs are student administered and therefore are dependent on the professionalism and leadership shown by officers, advisors, and coaches. Club Sport participants have ample opportunities to take part in the administration and supervision of club activities. History has shown that clubs who continue to be successful year after year have a strong succession process. Leadership boards must be determined by the end of the academic year. This will allow time for the outgoing board to provide training and learn their new position. The club is responsible for its officers and the officers are responsible for the actions of their club members during all club activities. If problems concerning officers arise, please contact the Director of Club Sports. Below are guidelines and responsibilities for the members of the club leadership to help ensure effective management of the club. All members of the club leadership must be knowledgeable of the policies and procedures in this manual.

Officer Responsibilities

- Ensure club abides by ALL University and department policies and procedures
- Maintaining the club's constitution and bylaws
- Selecting and evaluating a club advisor and a coach/instructor
- Properly scheduling opponents, events and facilities
- Development and administration of club finances
- Planning club meeting and practices
- Ensure that all club members are eligible for participation
- Complete all required Club Sports and University forms
- Communicate with the Director of Club Sports and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Prepare and submit requested documents to the Director of Club Sports
- Maintain accurate and itemized accounts of expenditures and deposits
- Prepare and submit end-of-semester reports to the Director of Club Sports
- Make all travel arrangements
- Fulfill additional responsibilities as outlined by the Campus Recreation Department
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Notify Director of Club Sports of any changes regarding club activities and leadership etc.

Coach/Instructor Responsibilities

The Department of Recreational Sports appreciates the dedication and commitment of our Club Sport coaches. However, it must be clear to all coaches/instructors that they are employees of the club and NOT Samford University. In addition, due to the nature and structure of the Club Sports Program it is necessary to clarify the coaches' role in the development of the Club Sport participant. It is the club's responsibility to secure the services of a coach. However, the Club Sport Council has the right and obligation to protect the club if the coach/instructor is not working in the best interest of the club. The Club Sports Office also has the right to terminate the contract with a coach for the best interest of the club and its members.

The coach/instructor should have a firm grasp of the basics, understand safe conditioning and training methods, can relate to the club members, and be knowledgeable of the policies and procedures of the Club Sport Program. Coach(s)/Instructor(s) must understand that Club Sports are directed and governed by students, therefore, he/she must acknowledge and respect the leadership positions of the officers and abide by all decisions made on behalf of the group. Recommendations by the coach/instructor are encouraged and will be considered by the group; but ultimately the final decision rest on the club members, who will be held accountable. The coach/instructor shall:

- Be a positive role model for all participants by offering mature judgment and experience.
- Develop and improve sport skills in a safe and organized manner
- Have personal medical and liability insurance coverage
- Provide expertise and mature judgment
- Help ensure that activities and undertakings of the club are sound and reflect favorably on the University
- Attend club meetings when deemed necessary
- Know and enforce all University policies affecting club operations
- Monitor conduct of participants
- Develop leadership qualities of club officers
- Provide continuity between new and outgoing officers
- Act as a positive critic to club operations
- Serve as resource for alternative ideas or solutions to problems
- Sign coach/instructor agreement and contract
- Abide by all University/Sport Club rules and regulations and insure that club members do the same
- Promote good sportsmanship on and off the field
- Keep abreast on technical knowledge of the game.
- Establish a plan and course of action for safety and risk management
- Provide proper supervision
- Check practice areas for hazardous conditions and ensure equipment is working properly.
- Encourage positive team-building activities
- Complete an annual Clery Act University Training

The coach/instructor shall NOT:

- Be an undergraduate student at Samford University or any other University or college. Coach/Instructor should have a degree or same age equivalency.
- Be a participating member of the club.
- Manage the day-to-day operations of the club.

Club Advisor Responsibilities

Each recognized Club Sport must have at least one active advisor selected from the faculty, administration, or staff of Samford University. The advisor is selected by members of the club and should be an individual who has a high interest level in the activity and has some expertise in the areas or is respected by the club. The advisor is a vital link between the club and University, providing guidance and offering mature judgment and experience in program development. The advisor can be the Director of Club Sports.

The advisor shall:

- Provide expertise and mature judgement in the oversight of the club operations
- Help ensure that activities and undertakings of the club are sound and reflect favorably on the University
- Attend club meetings/events when deemed necessary
- Know University policies affecting club operations
- Abide by all University/Sport Club rules and regulations and ensure that club members do the same
- Be familiar with all club business transactions
- Monitor conduct of participants
- Develop leadership qualities of club officers
- Provide continuity between new and outgoing officers
- Act as positive critic to club operations
- Serve as resource for alternative ideas or solutions to problems
- Approve budgets, travel and necessary paperwork as requested Sign advisor agreement
- Assist members and officers in organizational matters
- Assist in development of club goals
- Assist members in maintaining a balance between academic endeavors and extracurricular activities

Program Operations

Financial Operations

All recognized student organizations that receive an allocation of SGA funding from Club Sport Council have a club budget. Currently, any Club Sport begins its request for funding by completing a detailed budget proposal. Once the allocation process been completed by the Club Sport officers, the materials are submitted to the Director and Executive Board. The Director and Executive Board (at its discretion) allocates the money to the individual clubs based on the following criteria:

- Club operational costs
- Budget Management
- Fundraising/Revenues
- Club Compliance
- Overall standing

Rollover Policy: All SGA Funds that were not used during the fiscal year may be recaptured. Funds that are remaining due to revenue will rollover to next fiscal year.

Special Requests: If unforeseen expenses or circumstances arise, clubs have the opportunity to come before the Director and Executive Board and ask for additional funding (based on availability). It is recommended to exhaust all other possibilities of generating funds and to have at least fund-raised 50% of your original allocation before submitting a special request. A special request is conducted as follows:

1. A Special Allocation request from describing the request and surrounding circumstances is submitted to the Director of Club Sports via Bulldog Central. This will put the request on the agenda for next

Executive Board Meeting.

2. The executive board will vote on the request by approving, modifying, or denying it. The board's decision is final.
3. The club will be notified within 48 hours of the decision.

Revenue

Revenue may be collected in the following categories: membership dues, fundraising, donations, and sponsorships. All monies and items that are collected on behalf of the club belong to the University and need to be deposited in the club account within 48 hours. Money will be deposited by the Treasurer using a deposit form and turned in to Accounting. The Director of Club Sports does not need to sign off on money that is being deposited.

Dues: Membership dues are required and the specific amount is established by each club. Dues must be deposited into your club's account within 48 hours of collection. You can use a debit/credit card and all dues will transfer into your club account. Failure to collect any dues in a sufficient time may result in the freezing of the club fund.

Fundraising - A fundraising activity is an attempt by an organization to raise money for its own purposes or for a charity both on and off campus. All fundraising must be approved by the Director of Club Sports prior to undertaking any activity of fundraising. In deciding to solicit funds from others it is important that you work closely with the Campus Recreation Department in determining from whom you can and want to seek funds. In addition to seeking approval from the Director of Club Sports, a Fundraising Permit Form must be filled out and approved on bulldog central.

Other sources: Donations and sponsorships are also acceptable from parents, alumni, friends and certain businesses as approved by the Campus Recreation Department. All donations must be given to the Director of Club Sports.

Expenses

Now that the club has a balance in its account, the club is free to access or deposit funds by completing the appropriate forms and obtaining approval from the Director of Club Sports. When the balance is zero no funds may be accessed from that budget, but money may be deposited.

Any and all charges to the budget or expenditures with university funds must be approved by the Director of Club Sports prior to the charge or expense.

There are limitations to what club funds can be used on. Anything purchased with club funds becomes property of Samford University. Items that will be kept by members of the club must be bought out-of-pocket by the individual member. The following items **may** be purchased with Club Funds: equipment (kept by the club), uniforms, coaches, hotels, gas, officials/referees, conference/league dues, conference/league insurance, event entry fees, field/facility rentals, van rentals, airfare, printing/copying, awards, t-shirt/personal apparel (limited by Assistant Director of Club Sports), and team meals. The following items **may not** be purchased with Club Funds: individual equipment that will be kept by the club members, travel costs when a club member travel separately, expenses purchased without prior approval.

All expenses not listed above are subject to approval by the Director of Club Sports and can only be

paid for by additional money generated by the club or personal funds. Reimbursements will be approved at the discretion of the Director of Club Sports.

In order to access funds, prior approval from the Director of Club Sports is needed. There are a couple of options that can be use Club Funds.

1. Purchase Orders: PO's will be used for large dollar numbers with vendors who are already set up as a vendor with the University. The Assistant Director of Club Sports will generate a Purchase Order based of an invoice.
2. University Purchasing Card: Using the Director of Club Sport's University P-Card can be used for one-time purchases that are under \$3,000. Receipts must collected for all P-Card transactions.

All purchases that have a logo or any Samford artwork on them **MUST** be approved. Students AND Coaches should NOT make purchases on their own. All purchases should come from the Club Sports Office.

Licensed Vendors: https://affinitylicensing.com/clients/samford-university/32707?search=&location=&product_categories=

Samford University is tax exempt therefore all of our purchases should be tax exempt when purchased with university funds.

Bulldog Central

Each club is required to keep an up-to-date Bulldog Central profile page. Officers are also members of the Club Sport Council portal. These pages are necessary for form management, financial checks and balances, and member communication.

Travel Procedures

- Submit a completed Student Domestic Itinerary to the Director of Club Sports **no later than five (5) days in advance for trip approval**. Any and all changes to the travel itinerary must be changed with the Director of Club Sports.
- A Samford University chaperone or employee (preferably the coach or advisor) must accompany the club on every trip that is not practice related. The club's coach **MUST** accompany the club on any overnight trip or competition. Failure to do so will result in penalties to the club and possible suspension of team travel privileges.
- Students have the option to drive their own personal vehicles or rent vehicles through the University. The Club Sports Office has a right to decline the use of personal vehicles due to safety/distance of the trip.
- Students must have two drivers per vehicle and are not able to drive between the hours of 1A and 5A.
- Club members must stay together for the entirety of the trip: this includes travel, lodging, and time not spent in competition.
- While traveling, members are representatives of both Club Sports and Samford University. Therefore, members must adhere to all university policies.
- For the full travel policy, see <https://www.samford.edu/departments/files/Accounting/Travel-Entertainment-and-Business-Expense-Procedures.pdf>

Rental Policies

- If you will be driving a rental vehicle through the University, you will need to submit a Driver Authorization Form
- If you are driving a 12 or 15 passenger van, you must submit a Driver Authorization Form and also must attend mandatory van driver safety training
- If you will be driving University or rental vehicles, you will need to fill out and submit a Driver Clearance Form, a Samford University Vehicle Use Authorization Form and complete the required defensive driving course offered by the Office of Risk Management
- University vehicles will not be provided. Any short-term vehicle rental must be done in Samford University's name in order for University insurance to apply. Any defects should be noted on the rental agreement and confirmed by the rental agency. Charges made by the rental agency for damage that was not noted by Samford's authorized driver renting the vehicle will be the responsibility of the club/driver.
- Samford's insurance policy will provide liability coverage on rented vehicles as excess coverage to that provided by the rental company. Renters should decline Comprehensive and Collision Coverage offered by the rental agency as this is covered by Samford policy.
- All accidents involving rental vehicles are to be reported promptly to the rental agency as well as the Director of Club Sports. Failure to report accidents will result in penalties to the club.

Risk Management

It is inevitable that injuries will occur. Given the nature of sport, there is no way to prevent all injuries. Through our Risk Management Protocol, our goal is to reduce this inherent risk as well as provide care to the highest standard.

Participant Responsibilities

All members are required to fill out an Assumption of Risk form before being permitted to participate in any club activity. If a member is under the age of eighteen a parent or legal guardian must also sign this consent form. The Assumption of Risk form is located on Bulldog Central and IMLeagues.

- **Form** → <https://www.samford.edu/campus-recreation/files/Samford-University-Club-Sports-Waiver.pdf>

Club Responsibilities

Fields and facilities are to be inspected for potential hazards prior to usage. If a hazardous situation is found, you must refrain from use or provide acceptable warning or awareness of the hazard.

Clubs must have at least two members designated as a Safety Officer certified in CPR and First Aid. It is the responsibility of a Safety Officer to be present at all practices and competitions when another Safety Officer is unavailable and/or in case an emergency occurs that would require medical care. The Safety Officer(s) must have proof of certifications on file in the Club Sports office.

If injuries do occur during a Club Sports function, an accident report must be completed and turned into the Director of Club Sports within 24 hours of the occurrence. Club members must provide their own

health insurance to cover such a situation. Samford University does not provide accident insurance for club members and will not be held responsible for injuries that occur through participation in Club Sports.

Responding to Emergencies

1. Contact Samford Police
2. Identify yourself as a club officer as well as your on-campus location
3. Answer all questions regarding the emergency
4. Provide care until SUPD arrives
5. Upon the arrival of assistance, provide a history of the injury as well as personal information of the injured
6. Notify the Director of Club Sports Office
7. Complete an Accident Report.

Note: In the event of an injury off campus, do all of the preceding except for calling SUPD, dial 911.

Conduct Process

Code of Conduct

The Club Sports program acts in accordance with the Samford University Standards of Student Conduct outlined in the Student Handbook. The full version is available at www.samford.edu/handbook/. The Code of Student Conduct outlines five main areas:

1. Disrespect for Oneself
2. Disrespect for Others
3. Disrespect for Authority
4. Disrespect for Property
5. Dishonesty or Lack of Integrity

In addition to the items outlined in the Code of Student Conduct, the following violations will impact club status:

1. Misuse of club funding including unauthorized fundraising
2. Participants practicing without proper waivers or imPact testing on file
3. Lack of communication with the Club Sports Office
4. Missed meetings and training
5. Unauthorized travel

Conduct Review Procedure

Any matter of conduct or violation without a designated consequence will be referred to the Assistant Director and Executive Board. All matters that involve violations of the Code of Student Conduct will be processed individually through the Dean of Student's Office. Violations that are determined to be both individual and club related will be a joint review. Conduct processes will be in accordance with the Code of Student Conduct and are outlined in the Student Handbook.

Following the review process, the Executive Board will review team violations only. Along with the Director of Club Sports, they can levy sanctions up to and including probation, suspension, or expulsion of an individual or an entire team for the program. Sanctions may also be financial and can include a service component. These sanctions will be determined on a case by case basis.

Appeal Process

An appeal needs to be made to the Director of Club Sports within 72 hours. The Director may, however, refer the appeal to an appeal board if they feel that they may not be able to be unbiased or that the appeal would be best heard by a group of people who have been educated about Samford's judicial procedures. Additionally, the accused student may request that a Board hears the appeal (instead of an individual administrator). The board consisting of three (3) individuals (student, faculty, and administrator) will be convened at the earliest convenience at the discretion of the Dean of Students or designee. The decision of the Appeal Officer or Appeal Board will be the final decision related to the case

Tax ID/EIN

Tax ID / EIN

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. These accounts should not be the same as any one individual's account and should be set up by applying for a Tax ID (called EIN by the IRS) specific to the group. Each taxpayer, or Student Organization, must have a Federal Taxpayer Identification Number (EIN). The organization should file Form SS-4 with the IRS to apply for this number. Any financial accounts created or maintained for the organization should be managed under this number.

Ein & W9 Must Match

The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN). The organization is limited to one EIN per responsible party per day. Organizations may reapply for a new EIN from year-to-year if needed; there is no penalty.

The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

The individual who applies for the EIN will need to sign on the W9s for the student organization's reimbursement requests. In order to prevent a RSO from applying for a new EIN every year, it is recommended that the RSO seek the support of the faculty/staff advisor.

Ein & W9 Must Match

- Apply for an [Employer Identification Number \(EIN\)](#) online
- Read instructions and click on "Apply Online Now"
- Read instructions and click on "Begin Application"
- Scroll to bottom of list and select on "View Additional Types including Nonprofit/Tax- Exempt Organizations," click "Continue"
- Choose either "Community or Volunteer Group" or "Social or Savings Club" depending on which best describes the group, click "Continue"
- Read description to confirm selection, click "Continue"

- Fill out the rest of the required information and submit

If the above steps are followed properly, the EIN will be generated online and provided in a PDF document for immediate use. Print out and retain a copy of the CP575 Confirmation. Current and future officers will need this document for tax filing purposes

Exemption Status

Registration of a student organization does not make the organization tax exempt. Samford's federal taxpayer identification number may not be used by organizations that are not University Funded Organizations.

Social clubs may be exempt from federal income taxation if they meet the requirements of [section 501\(c\)\(7\)](#) of the Internal Revenue Code. Although they are generally exempt from tax, social clubs are subject to tax on their unrelated business income, which includes income from non-members. For more information, visit the [IRS website](#).

Disclaimer: This document is subject to change. It is the responsibility of the student organization officer(s) to be aware of the content in this document.