



Club Sports
Handbook

Table of Content

Operational Structure

New Club Sport Recognition Criteria.....	3
--	---

Club Sport Renewal Criteria

Participant Eligibility Requirements.....	4-5
Responsibilities of Club Sports Officers.....	5-6
Miscellaneous Duties of All Club Sports Officers.....	6

Coaches

Role of Club Sport Coaches.....	7
Coach Dismissal.....	8

Code of Conduct

Alcohol and Drug Policy.....	9
Conduct Policy.....	9-10
Hazing Policy.....	10
Non-Discrimination Policy.....	10-11

Events

General Event Guidelines.....	12
Event Leader.....	12-13
Event Leader Responsibilities.....	13
Drivers.....	13-14

Operational Structure

New Club Sport Recognition Criteria

In order to be recognized as a Club Sport, candidates for the Club Sports Program must first meet the criteria outlined below. The Club Sports Administrator and Club Sports Council have the discretion to determine if the following criteria have been met.

1. The Club must state its goals and objectives and must be physical and athletic in nature.
 - a. The Club cannot significantly duplicate an existing sport club or other campus program.
2. Must adhere to the regulations set out in the Student Organization Handbook.
3. The Club must be recognized by the Office of Student Involvement.
 - a. The Club, its officers, and its members are subject to the requirements set forth in the Student Organization Handbook.
 - b. A Contact List of the Club Sport's Executive Board must be provided, including President, and Treasurer at a minimum.
 - c. All members of the Club must be registered via OrgSync with complete profile information.
4. The Club must identify a Safety Officer who is a Club Member.
5. The Club must be affiliated with a national or regional governing body.
 - a. If there is no national or regional governing body for a particular sport, this is not necessary.
6. The Club must be affiliated with a league and/or conference
7. The Club must have enough members to field a team or the minimum number of participants needed for competition.
 - a. Club Sports Program reserves the right to define sufficient membership.
8. The Club must propose an annual calendar of activities.
 - a. Practice schedule
 - b. Competition schedule
 - c. Any Club events
9. The Club must demonstrate financial stability by submitting a proposed budget.
10. The Club must have access to a safe, suitable practice venue for the sport and inventoried equipment must be available such that the club can meet, practice, and hold competitions.
 - a. The Safety Officer is responsible for determining location safety and equipment inventory.

Club Sports Renewal Criteria

To be considered a Club Sports team within the Club Sports Program in the Office of Student Involvement, an organization must meet the criteria established and outlined below. The Club Sports Administrator and Club Sports Council have the discretion to determine if the following criteria have been met.

1. The Club must complete the annual OrgSync recognition process.
2. The Club must submit a schedule against outside competition to the Club Sports Administrator.
3. The Club must submit a team roster that includes both student-athletes and coaches online through Do Sports Easy (DSE).
4. The Club teams identified as high-impact must complete ImPact (concussion) Baseline Testing, annually.

Participant Eligibility Requirements

The following shall be considered the minimum requirements for individuals to participate in club sports. The governing body of a sport may have additional eligibility requirements. Many sports have specific standards for collegiate competition. Please check with that league or association in advance of competition for eligibility guidelines.

- All regularly enrolled, matriculated students (undergraduate and graduate) are eligible to join a Club Sports team.
- Team officers in must meet and maintain a minimum requirement of a 2.0 GPA throughout the academic school year. Failure to do so will result in immediate ineligibility from any Club Sports team until the GPA standard is met.
- All faculty/staff are eligible to join any Club Sports team, however, graduate students, faculty or staff may be restricted from league or association competition.
- Please check with that league or association in advance of competition for eligibility guidelines.
- Members of the community are not eligible Club Sports members.
- The following need to be completed on the Club Sports website; a member is not permitted to practice or compete until the following have been completed:
 - ImPACT (concussion) Baseline Testing
 - Do Sports Easy (DSE) Athlete Registration
- Intercollegiate (NCAA) athletes are not eligible to participate in Club Sports. Please contact the Athletic Director or the Club Sports office with specific questions.
- Alumni are not eligible to participate in the Club Sports Program at Fresno State. Alumni may assist the club in general club operations. Please contact the Club Sports office with any specific questions.
- No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.

- Clubs may not “cut” or disallow anyone, who meets the eligibility criteria, the opportunity to participate with a club. However, clubs reserve the right to establish criteria for participating in competition.
- No club may engage in any form of physical or emotional hazing, harassment, or bullying of members or prospective members.

Responsibilities of Club Sports Officers

It is highly recommended that every team have several officers to split the duties and responsibilities of the club. However, the following positions are required for each team to have:

President

The President is responsible for enforcing the team constitution, bylaws, and other Club Sports regulations. The President must ensure that all students participating with the Club Sports team has completed their Do Sports Easy (DSE) athlete registration, completed their ImPact (concussion) Baseline Testing, and turned in all the required paperwork as necessary. Finally, the President must ensure that all coaches participating with Club Sports team has completed their Do Sports Easy (DSE) coach registration and turned in all the required paperwork as necessary.

Treasurer

The Treasurer will ensure that all team financial obligations are met (including league/association fees etc.) and will keep records of all team transactions to provide accountability for use of all funds.

Safety Officer

Each Club Sports team must designate a Safety Officer who will become certified in CPR and First Aid. Responsibilities of the Safety Officer include:

- Ensure the health and safety of Club members.
- Ensure that at least one CPR & First Aid certified member is present at all Club activities.
- Meet with and be approved by the Club Sports Administrator, and attend a Safety Officer training.
- Maintain current CPR and First Aid certification from the American Red Cross or other nationally recognized organization.
- Comply with policies, procedures and emergency action plans.
- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.
- Ensure that the Club’s First Aid, Med Kit, is available at all practices and competitions for high impact sports. Med Kits can be checked out from the Club Sports office for away competitions. The Certified Athletic Trainer will have one for home competitions.
- Report injuries or incidents and submit proper paperwork for such occurrences to the Club Sports office by the next business day.

- Inspect equipment for safety on a weekly basis, while in season.
- Report safety hazards to the Club Sports program.
- Ensure that no individuals participate in practice unless they are approved members of the team, have completed their athlete registration via Do Sports Easy (DSE) and have the proper documentation on file with the Club Sports office. For the Clubs identified as high-impact, individuals cannot participate in practice unless they have completed their ImPact (concussion) Baseline Testing as well. This includes coaches and volunteer assistants.
- Responsible for training one team member in ALL duties if unable to attend a game or practice.
- Serve as the Trip Leader for all trips and must designate an alternate Trip Leader for trips they are unable to attend.

Miscellaneous Duties of All Club Sports Officers

- Read, become familiar with, enforce, and relate all policies and guidelines within the Club Sports Handbook to all team members.
- Report all team activities with the Club Sports staff including travel.
- All competition notifications must be created at the beginning of each semester (Fall and Spring) and updated 3 days prior to the event.
- Complete OrgSync registration of the team to ensure university and Student Involvement recognition by the required deadline.
- Attend all mandatory meetings scheduled by the Club Sports staff.
- Maintain an accurate knowledge of Risk Management and University Policies.
- All injuries that occur at competitions, practices or other events to the Club Sports office within 24 hours of injury. (Complete and submit an Accident/Injury Report Form within 48 hours.)
- Submit all required forms on time.
- Maintain complete inventory records of all team equipment and uniforms.
- Enforce the team's constitution.
- Train the elected officers for the next year.
- Inform members of Club Sports policies, operating procedures, emergency procedures, and other imposed regulations.
- Monitor behavior in accordance with all departmental and University policies.
- Ensure compliance with any conference, league or union rules governing eligibility, competition, and financial obligations.

Coaches

Role of Club Sport Coaches

The coach's role is to provide leadership, an outside point of view, and a sense of higher authority to direct students in the Club Sports Program. Coaches may be volunteers or paid (salary, stipend, etc.) from the teams' bank account or through ASI cosponsorship and serve at the discretion of their team's members and the Club Sports Program staff. If a club desires the services of a non-student coach, members should seek an experienced individual possessing technical knowledge of the sport, and who knows how to avoid player injuries and resulting liability. Based on their knowledge of the activity, experience, and leadership skills, coaches must be appointed by the club members. They may be students, faculty or staff of the university, or a community member.

All Coaches are required to sign a Coach or Student Coach Agreement and must abide by the following rules and requirements:

- Must review and sign a Coaching Agreement.
- Must submit to a background check as part of the University Volunteer policy, annually.
- Must complete Do Sports Easy (DSE) coaches' registration.
- Must obtain liability and/or medical insurance if requested by the Club Sports Administrator.
- Must have First Aid and CPR certification if requested by the Club Sports Administrator.
- Must complete the online Defensive Driver course.
- Must meet with the Club Sports staff to review Club Sports policies and procedures, as well as all University and Departmental procedures relative to the Club Sports Program.
- Is expected to help in ensuring that the Club Sports Code of Conduct is adhered to at all times, including practices, competitions, travel, and other club functions.
- Should restrict his/her contributions to coaching/instructing and should refrain from activities involved in the club's management. A club sport is first and foremost a student organization and, as such, the student leaders (not the Coach) must serve as the link between the Club, the Club Sports Council and Club Sports staff.
- Should establish a formal working relationship with the Club Sports staff and the Club Sports Council.
- Should have coaching qualifications and/or certifications as determined by the Club Sports Administrator.
- Must be familiar with campus policies regarding alcohol, drugs, hazing, and sexual harassment and report any incidents that may occur to the Club Sports Administrator.
- Coach agrees and acknowledges that Coach's relationship with the Club is strictly and solely that of an independent contractor, and that the Coach is not entitled to any employee benefits or insurance, including without limitation any health care, worker's compensation, employment or disability benefits, on Coach's account.

Coach Dismissal

The Club Sports Administrator reserves the right to dismiss a Coach who has acted outside the scope of his/her authority, violated University and/or Club Sports policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, Club Sports program and/or Fresno State. In an effort to maintain a fair and democratic environment, said dismissal will be discussed with club officers prior to dismissal.

Coaches are eligible for dismissal from their position according to the following guidelines:

- **MID-SEASON DISMISSAL:** Failure to complete any of the duties as outlined in the Coach/Student Coach Agreement or Coach Contract, or if at any time, two-thirds of the team votes to dismiss the coach from the position. The Coach may be immediately relieved of their position if any member of the Club Sport team violates the Fresno State Code of Conduct or the Club Sports behavioral guidelines at practices, competitions, or at any time any team trips, on or off the competitive surface.
- **MID-SEASON DISMISSAL PROCEDURE:** Team members or team officers may bring concerns regarding the coach to the attention of the Club Sports Administrator with proof of a coach's failure to perform his or her duties or a two-thirds vote to dismiss the coach. The respective team's officers and the Club Sports Administrator will make the final dismissal decision.
- **END-OF-THE-YEAR DISMISSAL:** The term of a position as coach is for the one competitive season as named in the Coach Agreement and the coach is eligible for dismissal at the completion of said term. Any agreement renewal is contingent upon approval by the members of the Club Sports team and the Club Sports Administrator.

Code of Conduct

To protect the interest of the University and promote the welfare of the University community, students at California State University, Fresno are expected to assume responsibility for their personal conduct in a manner which will reflect positively upon the University and upon themselves. Club Sports are responsible for the actions of their members and fans at functions sponsored by the organization. This includes both on and off campus Club Sports events.

Alcohol and Drug Policy

Members of Club Sports Teams may not consume or be in possession of alcohol or illegal drugs while serving as a representative of the club and the institution. This includes, but is not limited to:

- Both on and off campus activities.
- During travel from the time the club leaves Fresno to the time the club returns to Fresno.
- Any activity, gathering, or social function that could be considered a club function due to the makeup of the participants.

Failure to adhere to this policy will result in the loss of eligibility, funds and/or campus recognition. This includes attendance by members of one club to an activity sponsored by another club. Organizations and their members failing to comply with the Policy on Campus Use of Alcoholic Beverages may lose their University recognition. A copy of the Policy is available at: <http://studentaffairs.csufresno.edu/programs/alcohol.html>.

Conduct Policy

All teams are responsible for their players' conduct during practice, games, travel, and any place or time that the team has congregated or is visible to the public. Teams have a responsibility for the conduct of their fans. Failure to adhere to this policy may result in the loss of eligibility and/or campus recognition. Student-athletes found in violation of the student conduct code are subject to disciplinary action through Student Judicial Affairs, which may result in formal sanction(s). Disciplinary sanctions may affect a student's ability to represent the University including participation in club sports. Participation of student-athletes on a disciplinary sanction is at the discretion of the Club Sports Administrator.

Individual club members are responsible for their actions unrelated to their club participation. Individual actions, however, can still affect their participation in Club Sports. Actions that may result in the loss of club eligibility include, but are not limited to:

- Any behavioral infraction which results in placement on disciplinary probation by the Office of Student Judicial Affairs.

- Academic performance, which results in placement on academic probation, or when GPA drops below 2.0.
- Vulgar, obscene behavior or unsportsmanlike conduct of any kind at practice or games.

Hazing Policy

No individual student or student organization may engage in or plan any activity that may be defined as “hazing.” The California Education Code defines hazing as “conduct which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another person in the course of the other person’s pre-initiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization.” In addition, neither individuals nor any organizations may, by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individual’s freedom of thought or choice.

Examples of hazing include, but are not limited to:

- Forcing new members to serve or follow orders of older members outside of the practice or game activity.
- Physical exercise limited to new members.
- Activities involving deprivation of sleep, food, water, or personal hygiene.
- Swearing at or insulting new members.
- Forcing new members to wear embarrassing attire or perform humiliating acts in public or private.
- Forced consumption of alcohol, water, food or other substances.
- Forced nudity or partial nudity for new members.
- Physical beatings or smearing the skin with unpleasant substances.
- Forced branding, piercing, tattooing, or head shaving.
- Sexual simulation, sexual assault, or sexually suggestive language.
- Kidnapping or forcible transport and/or abandonment of new members.

Additional information regarding California’s Anti-Hazing Law can be found in the Student Organization Handbook.

Non-Discrimination Policy

Members of Club Sports are free to choose and accept new members without discrimination as to race, religion, national origin, or sexual orientation.

Certain University policies and procedures covering student conduct have been developed and are set forth in this Manual, the Student Organization Handbook, and the Fresno State Student Handbook produced by the Division of Student Affairs, available at:

http://csufresno.edu/studentactivities/programs/studentorgs/documents/StudentClubandOrganizationHandbookRevised2010_001.pdf (Student Organization Handbook)

<http://studentaffairs.csufresno.edu/StudentHandbook.pdf>. (Student Handbook)

Revised/Updated: May 2018

It is the policy of the University to allow maximum freedom to organizations in the management of their activities within the guidelines set forth in this Manual and with the advice of their advisors. The acceptance of the principle of self-government by students must be accompanied by the acceptance of the responsibility for its successful operation.

Violation of University policies or campus regulations may result in disciplinary action to the Club Sport and/or the Club Sport members involved.

All participants are required to sign a Fresno State Club Sports Program Code of Conduct Contract (CCC). By signing the CCC, participants and coaches of the Club Sports Program acknowledge that they will adhere to all University policies and regulations governing student and organization conduct as well as those provisions set forth in the Contract.

Events

General Event Guidelines

Club sport events shall be planned, documented and conducted in a manner to minimize risk to university students, employees, and members of the public.

- Alcohol and/or illegal drugs are not permitted at any Club Sports practice, events, competitions, or travel.
- Event leader must submit all competition notification via Do Sports Easy (DSE) at the beginning of the semester (Fall and Spring). The team roster and travel information must be updated and submitted 3 business days prior to proposed event.
- After the review of policies and procedures by the Event Leader, Travel Binder and Medical Kit must be checked out from the Club Sports office.
- Liability forms are completed by visiting teams and filed in the office for all home events.
- Unless prior approval is given by the Club Sports Staff, or in the case of an emergency, passengers may **NOT** ride with a friend or family member.
- Guests, friends, and family are not permitted to travel in rented vehicles.
- When traveling, passengers are expected not to distract the driver.
- Traveling in a caravan is prohibited.
- Club Sports teams are only allowed to rent minivans, standard sedans, or 12-passenger vans for travel. 15-passenger vans are not permitted.

Event Leader

The Event Leader is the person designated by the specific Club Sport and approved by the Event Administrator who is responsible for implementing event safety procedures. Event Leaders would normally be student members of a Club Sport; specifically, the Safety Officer. It is suggested that a Club Sport designate more than one Event Leader in the event that the Safety Officer cannot travel with the team. For travel classified as University Business, the Event Leader must sign a Safety Officer/Event Leader Agreement. The Event Leader ensures that drivers are identified as University Volunteers. Event Administrators will oversee Event Leaders who in turn oversee drivers. Unless delegated to a Club Sport member who is going on the trip, the Event Leader is required to have First Aid/CPR certification. Event Leaders are required to work closely with the Event Administrator.

- All Club Sports traveling must have an Event Leader traveling with the Club. The Event Leader is responsible for trip safety by implementing all travel and driver policies and ensuring that driver distractions are minimized.
- For trips involving multiple vehicles (vans and/or private vehicles), the Event Leader is responsible for the overall coordination of the trip.

- In the event of inclement weather or other significant disturbance, the Event Leader should contact the Club Sports Administrator to determine if the trip needs to be modified, delayed, re-routed, or canceled.
- When multiple vehicles are traveling, all vehicles must leave at the same time (unless pre-approval is given by the Club Sports Administrator) and stay within close proximity at all times.

Event Leader Responsibilities

Pre- Event:

- Ensures all documentation required for event approval is submitted including Do Sports Easy (DSE) athlete registration, liability waivers, and competition notifications submitted 3 business days prior to proposed event. For those Clubs identified as high-impact, all athletes must have completed their ImPact (concussion) Baseline Testing in order to compete in an event.
- Coordinates vehicle(s) for trip, ensures vehicle(s) are appropriate for use, inspected and equipped.
- Receives from Club Sports Administrator: pre-trip instructions, training, and emergency briefing.
- In situations where multiple vehicles are travelling, communicates the safety responsibility to all drivers.

During Event:

- Implements general and driver (if necessary) safety policies.
- Initiates Emergency Response when appropriate.

After Event:

- Upon completion of the trip, notifies Club Sports Staff, completes all necessary paperwork in the Travel Binder and returns Med Kit and Travel Binder to the Club Sports Office.

Drivers

- Drivers must have a valid Class 'C' License.
- Drivers must complete the University's Defensive Driving Course and all Designated Driver registration requirements through Do Sports Easy (DSE).
- Enterprise Rent-A-Car is the only approved vehicle rental agency. Drivers must be 21 or older rent a vehicle from Enterprise. Drivers must be 18 years or older to drive personal vehicles, with or without passengers. A discount corporate account code is available through the Club Sports office.

- The University limits rental vehicles to standard-sized sedans, mini vans, or 12-passenger vans from Enterprise. 15-passenger vans or SUVs of any size are not allowed.
- Teams may also contract charter buses with prior approval of the Club Sports Office.
- Drivers who take personal vehicles must have the minimum automobile liability insurance coverage required by the state and must be an approved Designated Driver through the University.
- Unless prior approval is obtained from the Club Sports Administrator, total daily driving distance must not exceed 800 miles regardless of the number of approved drivers.
- Unless prior approval is obtained from the Club Sports Administrator, two approved drivers are required for each vehicle for trips over 400 miles in one direction.
- No single driver may drive more than 150 miles without taking a mandatory minimum 15-minute break.
- Unless prior approval is given by the Club Sports Administrator, no travel can occur between midnight and 6:00am.
- Drivers should not operate a vehicle while using alcohol and/or drugs, or while taking prescription medications, which impair one's ability to drive.
- Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
- Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels, etc.
- All travelers must wear seat belts. Number of passengers must not exceed the number of operational seatbelts.
- In the event of a motor vehicle accident, the driver must follow the accident procedures outlined in the CSU 'Use of University and Private Vehicles Policy Guidelines' and/or specific Campus/University 'Vehicle Accident Report' procedures. Event Leader must also activate the Club Sports Emergency Phone Tree.