



2021-2022

Club Sports Program Policies and Procedures Handbook



21st Edition

Governed by the Club Sports Council
Appalachian State University
Boone, NC
2021-2022

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PURPOSE OF HANDBOOK

This handbook has been compiled to serve as a policies and procedures reference for the Club Sports Council, all Club Sports Teams recognized by Appalachian State University, UREC Council and the staff of University Recreation.

The manual serves to assist teams in the administration of their organizations and outlines the standards, policies, and procedures to be followed. These guidelines are written to ensure fair and equal opportunity for all Appalachian State University Club Sports Program participants.

The policies and procedures identified in this handbook are not inclusive. Those listed were selected based on their immediate concern for members of the Club Sports Program. Questions and concerns not addressed in this handbook should be directed to the Assistant Director for IM & Club Sports, the Coordinators for Competitive Sports, the Club Sports Executive Board, or the University Recreation Department.

INTRODUCTION

A Club Sports team is an organization formed by individuals with a common interest to participate in a particular competitive sport. More specifically, Club Sports teams are formed so the participants can learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship. This program emphasizes student leadership and offers opportunities for learning. Each team is responsible for the motivation, administration, support, and regeneration of their club.

The Club Sports Program at Appalachian State University is designed to offer opportunities for Students, Faculty and Staff of the University to participate in a variety of competitive sports and recreational activities. Each team is organized and conducted by its members under the direction of the Club Sports Council.



First Edition written and compiled by Greg Guffey, Programmer for Club Sports. Summer 1994.

Second Edition edited by Joe Carter, Intramural/ Club Sports Coordinator and Greg Guffey, Programmer for Club Sports. Summer, 1995.

Third Edition edited by Greg Guffey, Recreational Programmer. Fall, 1996.

Fourth Edition edited by Joe Carter, University Recreation Director and Chris Kolasinski, Programmer for Club Sports. Summer 1997.

Fifth Edition edited by Joe Carter, University Recreation Director and Chris Kolasinski, Programmer for Club Sports. Summer 1998.

Sixth Edition edited by Joe Carter, University Recreation Director and Chris Jackson, Programmer for Club Sports. Spring, 1999.

Seventh – Twelfth Edition edited by David Hutchison, Coordinator of Club Sports and Executive Board for Club Sports, Summer, 2000-2005.

Thirteenth Edition edited by Erin Carpenter, Assistant Director for Club Sports and Club Sports Council Spring 2010.

Fourteenth Edition edited by Erin Carpenter, Assistant Director for Club Sports and Club Sports Council Spring 2011.

Fifteenth Edition edited by Erin C. Sanders, Assistant Director for Club Sports and Club Sports Council Spring 2012.

Sixteenth Edition edited by Erin C. Sanders, Assistant Director for Club Sports and Club Sports Council Spring 2013.

Seventeenth Edition edited by Erin C. Sanders, Assistant Director for Club Sports and Club Sports Council Spring 2014.

Eighteenth & Nineteenth Edition edited by Erin C. Sanders Assistant Director for IM and Club Sports, Chris Carr, Coordinator for Competitive Sports & Club Sports Council Spring 2016.

Twentieth Edition edited by Erin C. Sanders Assistant Director for IM and Club Sports, Alex Purvis, Coordinator for Sports and Activities & Club Sports Council Spring 2018.

Twenty First Edition edited by Erin C. Sanders Assistant Director for IM and Club Sports, Emily Walker, Coordinator for Sports and Activities & Club Sports Council Spring 2019.

PROGRAM FOUNDATION

CLUB SPORTS MISSION

The Club Sports Program is designed to meet the competitive athletic desires of students, faculty and staff of Appalachian State University. Many student/athletes choose Club Sports because their sport is not offered through the Varsity or IM Sports programs or they do not wish to make the time commitment necessary for a Varsity sport. Unlike IM Sports, Club Sports competes against other institutions of higher education from the local and regional area on a non-varsity level.

Each Club Sports Team is a registered student organization that provides instruction, organizes practice and schedules competition in a specific sport. As a student organization, each team is administered, developed and coached by students on that team. Teams may have larger or fewer members based on the level of interest in that sport. Club Sports are partially funded through the University and no student athletes are on scholarships.

Our student athletes play for the “love of the game” and the lasting relationships established with their teammates.

CLUB SPORTS PHILOSOPHY

Attracting and retaining students in competitive sports activity is the driving philosophy of the Club Sports Program. To meet this goal, the program provides leadership development through the Club Sports Council. Comprised of one elected officer from each team, the Council establishes and enforces all Club Sports policies and procedures. The Council strives to improve each team through leadership development presentations and activities by combining team resources.

Through this administrative process, the club leadership is better informed and more efficient. Subsequently, the Club Team’s members can get more from participation on their team.

The Club Sports Program is a part of the University Recreation department under the division of Student Development. Each Club Sport team is recognized as a Club within Student Engagement and Leadership at Appalachian State University.

UNIVERSITY RECREATION MISSION

We are the playground for App State students developing strength in body, mind and character.

Sited from www.urec.appstate.edu on July 9, 2018.

DIVISION OF STUDENT DEVELOPMENT

Student Development at Appalachian State University directs its educational efforts at fostering the intellect and character of students by integrating in-class and co-curricular experiences. To accomplish this, the University provides a wide range of educational experiences through programs and activities that complement and support the academic experience in the classroom. Although the primary focus of these activities is to advance student learning, they also provide needed services, support and recreational opportunities to help students meet the challenges of college and to enhance the quality of student life. The Division of Student Development has been organized to achieve these aspects of the University’s mission. Student life is the focus of the programs and activities of the Division.

STUDENT DEVELOPMENT LEARNING GOALS

These learning goals are the expectations the Student Development Division has for students as a result of experiencing our programs and services.

1. Becoming Intentional Learners
2. Fostering Healthy Relationships
3. Embracing Diversity of Thought, Belief, and Community
4. Understanding Community Responsibility
5. Understanding Self and Others

Sited from <http://studentdev.appstate.edu/> on July 1, 2018

NIRSA: Leaders in Collegiate Recreation

NIRSA is a leader in higher education and the advocate for the advancement of recreation, sport, and wellness by providing educational and developmental opportunities, generating and sharing knowledge, and promoting networking and growth for our members.

NIRSA is the premier association of leaders in higher education who transform lives and inspire the development of healthy communities worldwide.

The NIRSA Mission & Vision statements, developed with extensive participation from Members, represent the highest goals and ideals that inform association practices & decision-making. These are the priorities that brought NIRSA in to being, and which motivate our Members to volunteer their time and resources to each other through the Association.

NIRSA has adopted the tagline, Leaders in Collegiate Recreation, which clearly indicates our aim as an association: to set a powerful example and provide moving models for excellence in the collegiate recreation profession. This extends from the practices and knowledge shared by our professional Members to the issues and emerging trends that we support with new programs and research.

Areas in which NIRSA is dedicated to example-setting and development include:

Leadership, Sustainable Communities, Health and Wellbeing, Equity, Diversity, and Inclusion, Service, Global Perspective

Sited from www.nirsa.org on July 9, 2018

ADMINISTRATION OF THE CLUB SPORTS PROGRAM

University Recreation provides guidance to the Club Sports Program and schedules campus recreational facilities for practices, games and meetings.

Administrative Personnel

Director of University Recreation oversees all program areas within University Recreation and serves as a resource to the Club Sports Council.

Name Joe Carter

Phone 828-262-6304

Office: SRC Rm 114

Primary contact is the Assistant Director for IM & Club Sports

Associate Director of University Recreation oversees the scheduling of all campus recreational sports facilities, the Club Sports Program and serves as a resource for the Club Sports Council.

Name Eddie Simmons

Phone 828-262-6584

Office SRC Rm 161

Primary contact is the Assistant Director for IM & Club Sports.

Assistant Director for IM & Club Sports oversees the Club and Intramural Sports program, serves as a resource for the Club Sports Council and all Club teams.

Name Erin Sanders

Phone 828-262-4953

Office SRC Rm 107

Primary contact is the Coordinator of Competitive Sports

Coordinator for Sports & Activities serves as a resource for and advisor to the Club Sports Council and all Club teams. This position is responsible for the smooth operation of the Club Sports program. This includes developing programs that enhance the Club Sports program as a whole, as well as the day-to-day operations of the program.

Name Turner Goa

Phone 828-262-2100

Office SRC Rm 109

Primary contact for the entire Club Sports program

Club Sports Council Executive Board serves as the peer elected board from within the Club Sports program. The responsibilities of the Executive Board include, but are not limited to the following:

- Assisting the Coordinator of Sports & Activities, the Assistant Director for IM & Club Sports, the Associate Director of University Recreation and the Director of University Recreation.
- Running the Club Sports Council meetings;
- Overseeing the Club Sports Council agenda, recording minutes and maintaining accurate records of Council happenings;
- Maintaining official team roster database; Processing travel forms; Office Paperwork
- Implementing Club Sports Council disciplinary actions; Compiling the Club Sports Program End-of-Semester and Annual Reports;
- Editing of the Club Sports Program Policies and Procedures Handbook;
- Coordinating major program events throughout the year to include, but are not limited to, Student Activities Fees Budgetary Proposal; Symposium; Club Sports End of Year Banquet

Campus Location

Club Sports Office

Location: Student Recreation Center, 150 Bodenheimer Dr., Boone, NC 28608
 Address: ASU Box 32081, Boone, NC 28608
 Phone: 828-262-2100
 Fax: 828-262-3033

Practice/Competition

- Student Recreation Center (Main Gym, Auxiliary Gym, Swimming Pool, Climbing Wall, Cardio Room, Jogging Track, Weight Room, Meeting Rooms & Administrative Offices).
- Quinn Recreation Center (Racquetball Courts, Aerobic floor, Free/Cable Resistant and Free Weight Area, Basketball and Volleyball courts).
- Mt. Mitchell Life Centre (Dance Studio and Aerobics Area)
- Outdoor multi-purpose fields on State Farm Road

Please see “SCHEDULING FACILITIES” for more information to reserve these facilities.

Varsity Athletic Facilities

- Kidd-Brewer Stadium
- Sofield Building
- Varsity Gymnasium

Please see “SCHEDULING FACILITIES” for more information to reserve these facilities.

EXECUTIVE BOARD

The Executive Board is the administrative arm of the Council and ensures its smooth operation. The Board is responsible for creating the Council's agenda, leading regular meetings, taking attendance, recording minutes and Council actions, assigning subcommittee work, planning the year-end banquet, managing all club paperwork, presenting program accomplishments and statistics, and assisting in planning the Officer Conference and Symposium. The Executive Board will meet with the Coordinator of Competitive Sports and publicity Programmer weekly to discuss key issues and assign tasks as needed. Each Executive Board Officer will have an equal voice/vote in all Executive Board decisions (Executive Board will not have a vote in Council decisions unless in the event of a tie). The Executive Board Officers will not be allowed to officially represent their clubs in Council Meetings.

Responsibilities of the Executive Board Officers

In addition to those listed previously, the Club Sports Executive Board Officers rotate recording weekly minutes of Executive Board meetings. Responsibilities also rotate during Club Sports Council Meetings: Leading, Recording Minutes and Prepping for Meetings. Responsibilities also include taking role at Council Meetings, reporting decisions made by the Executive Board and helping promote Club Sports to the University community.

Executive Elections and Terms

- The Executive Board Officers must be elected by the Council prior to the last meeting in April for the upcoming academic year.
- The Executive Board Officers must meet the following requirements
 - Current Club Sports program member and/or
 - Two (2) semesters recognized leadership experience within the Club Sports program
- Any officer failing to fulfill his/her responsibilities or found to be in violation of University policies may be removed from office with a two-thirds majority vote of the Council's membership.
- If an officer steps down from his/her position, the candidate who received the next highest number of votes can accept the position. Otherwise, a new officer election is held among interested Council members.

CLUB SPORTS COUNCIL

Purpose of Council

The mission of the Club Sports Council is to develop leadership, sportsmanship, competition and recreational opportunities. The Club Sports Council will strive to provide leadership, coordination and cooperation among all of the Appalachian State University Club Sports Teams.

The Council is an association of student-run Club Sports Teams united to provide opportunities for competitive sport activities at all levels of ability and serves as a liaison between the member teams, the Assistant Director for IM and Club Sports, Coordinator of Competitive Sports, Club Sports Executive Board and the University Recreation Department. The Council encourages members of the Appalachian State University community to experience responsibility and leadership challenges and establishes policies and procedures for the operation of the Club Sports Teams.

The Appalachian State University Club Sports Council Constitution may be found in the Handbook Appendix.

Responsibilities

The responsibilities of the Council are to provide the following:

- Administrative leadership to support the Club Sports Program.
- Regularly scheduled meetings.
- Recognition of new teams.
- Budget allocations.
- Disciplinary review and corrective action.
- Recommendations concerning policies, procedures and participant concerns.

Meetings

- The Council will meet every other Wednesday during the regular fall and spring semesters, or as designated by the Council.
- Each member team must be represented at all Council meetings by the Council Representative. The Council representative may have one excused absence per semester, but must be replaced by a recognized team officer.

- Absences

An absence is defined by arriving after ten minutes of the start time.

Teams which arrive after the ten minute mark are encouraged to remain in attendance and participate actively in their current status. All penalties for absences will be enforced after the conclusion of the meeting.

- Penalties for absences are as follows:

First Offense

The team is given a warning of what may happen if they continue to miss Council meetings. The team loses 1 Budget Point; considered a “Minor Infraction.”

Second Offense

The team loses second allocation for the given semester; equal to and not more than $\frac{1}{4}$ of the total yearly budget. If the absence occurs after the allocation, the team will be penalized for the following year equal to and not more than $\frac{1}{4}$ of total yearly budget. In addition, the team loses another Budget Point.

Third Offense

The team loses all remaining funds, and the team may be suspended from the Club Sports Council with a two-thirds majority vote of the membership. If the absence occurs after the allocations, all funding will be removed for the following year.

Fourth Offense

The team will be dismissed from any affiliation with the Club Sports Council. (Note, if a team has a varsity sport on campus, the team has 3 semesters to reapply for membership in the Council or they will not be able to apply for membership.)

- Tardiness

Tardiness to a Club Sports Council Meeting is defined as arriving within ten minutes after start time recorded by the Club Sports Executive Board.

- Penalties for tardiness are as follows:

First Offense

The team is given a written warning with repercussions of continued tardiness.

Second Offense

The team will be given an absence from Club Sports Council. Please see above for penalties for absences.

Third Offense

The team loses 2 budget points.

Fourth Office

The team will be given an absence from Club Sports Council. Please see above for penalties for absences.

Robert's Rules

The Club Sports Council uses a loose adoption of Robert's Rules to run the Club Sports Council Meetings.

Specifics will be explained at the first Club Sports Council Meeting of each semester. All individuals attending Council Meetings are expected to know and be able to execute Robert's Rules, Appalachian State University Club Sports Edition.

Voting

- Each team in good standing will have one vote per issue.
- The Club Sports Council Representative will serve as the voter from the team; if the representative cannot be there, a recognized officer from the respective team will vote in their absence; an Executive Board Officer cannot serve as a voting representative from his/her team.
- In the event of a tie, the Executive Board will cast the deciding vote.

DISCIPLINARY REGULATION BY THE COUNCIL

General

The Council may review any action in violation of the Club Sports Program, University and/or federal, state and local laws and regulations. This could be in addition of any other governing board, campus board and/or law enforcement.

The Council may consult the Coordinator of Competitive Sports, Assistant Director for IM and Club Sports, the Director of University Recreation, the Office of the Vice-Chancellor for Student Development or other appropriate staff members for clarification of policies or recommended action regarding any inquiry, investigation, violation or other disciplinary concerns.

Minor Infractions

Examples of minor infractions include, but are not limited to, the following situations: 1st missed meeting, University Poster or Amplified Sound Policy violations (see Student Engagement and Leadership for more information), failure to notify the Club Sports Office of a canceled practice, failure to turn in paperwork on time, allowing ineligible individuals to participate in team activities (see Membership Eligibility Guidelines), etc.

First Offense

If the violation is the team's first during the current academic year and the team is not under probation from violations committed the preceding year, the following steps are to be taken:

- Violation is discussed between the Assistant Director for IM and Club Sports, Coordinator of Competitive Sports and the Executive Board.
- The Executive Board will make a recommendation for disciplinary action to the Club Sports Council.

- The Council will vote on the recommendation. If the recommendation is not approved, the Council must approve an acceptable disciplinary alternative.
- The Assistant Director for IM and Club Sports, Coordinator of Competitive Sports along with the Executive Board will notify the Club Team Officers in writing; stating the following:
 - The reason for the disciplinary action;
 - The length (if any) of the disciplinary action;
 - The consequences the team will face if additional infractions occur;
 - The team's right to appeal to the UREC Council.
- The Coordinator of Competitive Sports will send a copy of the above notification to the Assistant Director for IM and Club Sports, the Director of University Recreation and Dean of Students for their records.

Second Offense

If the violation is the second during the current academic year, the following steps are to be taken:

- Violation is discussed between the Assistant Director for IM and Club Sports, Coordinator of Competitive Sports and the Executive Board.
- The Executive Board will make a recommendation for disciplinary action to the Club Sports Council.
- The Council will vote on the recommendation. If the recommendation is not approved, the Council must approve an acceptable disciplinary alternative.
- The Assistant Director for IM and Club Sports, Coordinator of Competitive Sports along with the Executive Board will notify the Club Team Officers in writing; stating the following:
 - The reason for the disciplinary action;
 - The length (if any) of the disciplinary action;
 - The consequences the team will face if additional infractions occur;
 - The team's right to appeal to the UREC Council.
- The Coordinator of Competitive Sports will send a copy of the above notification to the Assistant Director for IM and Club Sports, the Director of University Recreation and Dean of Students for their records.

Third Offense

If the violation is the third or more during the current academic year, this is a major infraction. See "Major Infractions" for procedures.

Disciplinary Actions available to the Club Sports Council

- Denial of practice facility
- Denial of home game facility
- Removal of any or all University Recreation funding (usually removed in ¼ sections, e.g. ¼ for 2nd infraction, full for 3rd, etc.)
- Probation (removal of all University Recreation funding, and "last chance" status)

Major Infractions

Examples of major infractions include, but are not limited to, the following:

- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sports Program (*i.e., unsportsmanlike conduct towards officials or opponents and disruptive or unlawful behavior on trips*);
- Misusing club funds;
- Allowing unaffiliated individuals (*those without active form of Appalachian State University ID*) to participate in team activities (*see Membership Eligibility Guidelines*);
 - Coaches must have appropriate forms on file to be considered affiliated without need of activated form of Appalachian State University ID
 - Visiting participants must have completed and submitted the appropriate form(s) to be eligible to participate with a current, recognized Club Sports teams.
- Any Club violation of the University Alcohol Policy;
- Failure to turn in a Travel Form.

For all major infractions, the following steps will be taken:

- A meeting with the Club Team Officers and at least one member of the Executive Board of the Club Sports Council is scheduled.
- Input from appropriate administrators and staff members may be solicited when necessary.
- The Assistant Director for IM and Club Sports, the Coordinator of Competitive Sports, the Club Sports Executive Board and Director of University Recreation make a disciplinary recommendation to the Club Sports Council.
- The Council votes to approve or reject the recommended disciplinary action. If the recommendation is rejected by the Council, the Council must draft and approve an acceptable disciplinary alternative.
- The Assistant Director for IM and Club Sports, Coordinator of Competitive Sports along with the Executive Board will notify the Club Team Officers in writing; stating the following:
 - The reason for the disciplinary action;
 - The length (if any) of the disciplinary action;
 - The consequences the team will face if additional infractions occur;
 - The team's right to appeal to the UREC Council.
- The Coordinator of Competitive Sports will send a copy of the above notification to the Assistant Director for IM and Club Sports, the Director of University Recreation, Dean of Students and Associate Vice Chancellor for Student Development for their records.

Disciplinary Actions available to the Club Sports Council

- Probation (removal of all University Recreation funding and "last chance" status)
- Monetary fines against next year's allocated budget
- Suspension from the Council, and with it, all privileges of facility use for one (1) year or a longer period
- Recommendation of further review by the Director of University Recreation
- Any other appropriate disciplinary measure
- Any combination of the above measures

Probation

Any Club Team that is placed on probation must abide by the following considerations:

- The Club Team will not be awarded any University Recreation funding for the probationary period.
- The Club Team must uphold all University Recreation and Club Sports policies.
- The Club Team will be allowed to schedule University Recreation facilities for practice and competitions and will receive any and all appropriate risk management considerations regardless of their probation. However, if there is a scheduling conflict between Club Sports, the team “in good standing” with the Club Sports Council will receive priority.
- The Club Team will be made aware of their “last chance” status and that any further violation of University Recreation of Club Sports Policies may result in a suspension or further penalties.
- The Club Team will deliver a presentation to the Club Sports Council near the end of their probationary status describing what they have done and why they should be returned to normal Club Team status.
 - Teams first petition to Club Sports Council will result in one of the following:
 - Full reinstatement;
 - Continual probationary status for one fiscal year;
 - Suspension for a minimum of one fiscal year;
 - Teams second petition to Club Sports Council, if a continual probation is sanctioned, will result in one of the following:
 - Full reinstatement
 - Suspension for a minimum of one fiscal year
- The Club Team will be able to earn budget points for the following year and will be expected to submit all paperwork supporting that process as well as submit receipts for all club expenses.

Suspension

Any Club Team that is suspended for any length of time must abide by the following considerations:

- The Club Team will not be recognized by Appalachian State University
- The Club Team will not have access to any facilities or privileges available to any club or organization recognized by Appalachian State University.
- The Club Team will not compete as the “App State ‘SPORT’ Club Team” in any competition locally, regionally, nationally or internationally during their suspension.
- The Club Team or interested members will not represent themselves to anyone as the “App State ‘SPORT’ Club Team.”
- Any Club that is returned to a “Club in good standing” status will begin their longevity Budget Points consideration at 0 years.
- Any club that is returned to a “Club in good standing” status will spend at least the remainder of the academic year on a probationary status. The Club Sports Council may decide to extend that status for a longer period of time.
- After a team is suspended they cannot petition or apply to be a recognized Club Sport team until two semesters have passed.

Reapplication for Club Sports Status following Suspension

- Club must submit a proposal to the Club Sports Executive Board for review.
- Officers of the reapplying club must meet with the Executive Board and the Coordinator for Competitive Sports to discuss feasibility of returning to the Club Sports Program.
- All Clubs will be considered a “New Club” applicant.
 - Sports which have a Varsity Program on campus will be exempt from the “Varsity Rule” for three (3) semesters.
- Reapplying Clubs must present a proposal to Club Sports Council. This is done after all of the above is completed and the Club is added to the Council agenda.

Implementation and Enforcement

Any disciplinary ruling approved by the Club Sports Council will then be presented to the Assistant Director for IM and Club Sports and Coordinator for Competitive Sports for implementation; and the written notification will be given to the team/individual(s) in violation.

Disciplinary Appeal Process

Decisions of the Club Sports Council may be appealed by the following procedure:

- Written notification for the Club Sports Team/Individual(s) will be given to the Assistant Director for IM and Club Sports and the UREC Council Programmer stating the reasons for the appeal and any circumstances related to the situation that caused the violation.
- The UREC Council Programmer will review the agenda and attempt to place the appeal on the itinerary for the next scheduled UREC Council Meeting.
- After the appeal presentation, the UREC Council membership may vote to do the following:
 - Uphold the original decision
 - Modify any penalties assessed
 - Repeal all of any combination of the penalties assessed
 - Table the penalties pending further review or investigation
 - Refer the appeal to the Director of University Recreation for a recommended course of action

CLUB SPORTS TEAMS

Requirements to maintain Club Sports recognition

Meetings and Attendance Requirements

- All teams must have representatives attend and participate in Club Expo at the beginning of the Fall semester. Participation in the Spring Club Expo is optional.
- All teams must have representatives attend and participate in UREC Fest, first Wednesday of classes, each Fall semester.
- All Officers must attend the Officer Conference during the first week of classes. Sign up at Club Expo with the Coordinator of Competitive Sports and/or the Executive Board.
- All Officers must attend the entire Club Sports Symposium during the Spring Semester.
- Overall, the Club Sports program must have at least one (1) representative on the UREC Council.

Documents

Each team must file the following documents with University Recreation:

- A typewritten and electronic copy of its constitution and bylaws.
- Certification of a faculty advisor and a list of current team officers whose names, email addresses and telephone numbers will be on file.
- An affidavit signed by all of the current officers declaring the following:
 - All active members have submitted the required medical and liability release forms
 - All officers have read the Club Sports Handbook
- An up-to-date membership roster.
 - Roster verification by the App State Registrar: A completed form from the conference/association must be turned into the Coordinator for Competitive Sports five (5) business days prior to due date.
- Coaches Contact (if applicable).
- Any other documents deemed necessary by the Club Sports program.

End-of-Semester and Annual Reports

- Each team must submit a Semester Report Form at the end of each semester. Additionally, at the end of the spring semester, each team is required to prepare an Annual Report consisting of its accomplishments, final record and future goals.

Other Items

- Each team must have current bank account information on file in the Club Sports Office to receive direct deposit.
- Each team must have their own identified EIN and W-9 on file with the Club Sports Office

Eligibility Guidelines

Team

- All Club Teams must have a minimum of 12 competitive participants on the roster at all times. To be considered a participant, he or she must have all of his or her paperwork in to the office and paid dues.
- No teams may cut a player based upon experience or ability. Individual Club Membership status is determined by each Club Team's Constitution.

Member

- All current-semester enrolled students (full, part-time and graduate) and full-time faculty and staff of Appalachian State University are allowed to participate on Club Sports Teams. Dependents, spouses and significant others of students, staff and faculty are not permitted to participate on Club Sports Teams. Individual conference and league requirements may vary; ex. Requirements as a fulltime student in good academic standing with the University.
- Students who withdraw from Appalachian State University during a term are ineligible for continued participation in Club Sports events/practices from the date of their terminated enrollment.
- Alumni not currently enrolled in classes or current employees of Appalachian State University are NOT allowed to participate in Club Sports team activities.
- All team members must complete the following before they are eligible to participate in team practices or competitions:
 - Fill out and submit Medical/Informed Consent Form to the Club Sports Office
 - Fill out and submit Medical/Informed Consent Online Form
 - Provide proof of insurance coverage
 - Join the team's Engage Portal
 - Update any information on the Medical/Informed Consent Form when information changes
- Current Varsity, Junior Varsity, Letter-Winners, Grant-in-Aid and "Red-Shirted" athletes of Appalachian State University are NOT eligible to participate on a Club Sports Team in their varsity sport. The Council reserves the right to assess the eligibility of these athletes individually.
- Any student who tried out for a Varsity or Junior Varsity sport and was cut or dropped is immediately eligible for participation in that Club Sport.
- Transfer or graduate students are eligible for Club Sports team participation and are subject to the same restrictions as listed above for Appalachian State University students.
- Team Officers are ultimately held responsible for checking the eligibility of their players.
- The ignorance of guidelines, rules, regulations and ineligible players is not considered an acceptable excuse for any Club Sports team member.

Intramural Participation of Club Sports Students/Athletes

CLUB SPORTS ATHLETES are defined as people who meet any of the following criteria:

- Have participated in scheduled practices and/or extramural games/matches with the Club Team;
- Have paid membership dues to the Club;
- Are listed on the Club Sports roster with current MIC on file;
- Are recognized by the Club President as a team member for valid reasons other than those listed above.

A Club Sports member will maintain his or her club sport status for one full academic year (*Fall – Summer*) regardless of when their competitive season is held.

Intramural teams may have one (1) Club Sports member on their roster, regardless of the number of required players for that sport in Competitive League.

Intramural teams may have two (2) Club Sports members or one (1) ex-varsity/ex-professional (*no combination*) on their roster, regardless of the number of required players for that sport in the Elite League.

Team Member's Roles

Within each Club Sports Team, the members have unlimited opportunities to become involved with the organization, administration and supervision of their team. The responsibilities of team members include, but are not limited to the following:

- Formulating and writing the team's constitution and bylaws;
- Determining membership requirements;
- Developing of team rules and regulations;
- Establishing dues;
- Electing of team officers;
- Selecting of an advisor and coaches/instructors;
- Upholding University and Club Sports Council policies;
- General organizing and administering of team activities, business, budget, etc.;
- Completing and returning all required forms and waivers within established deadlines;
- Providing proof of insurance;
- Generating funds.

Officers

Since the Club Sports Teams are self-administered, each team's officers are vital parts of their success. The range and effectiveness of the Club Sports Teams depends upon these individuals.

Things to remember for each team:

- Constitutions must be updated every two (2) years
- All Officers for each Club Sports Team must be elected by the first CS Council meeting in April.

- Team Officers must ensure that all players have filled out and submitted their Medical/Informed Consent Form, both online and hard copy, as well as registered on the team's Engage portal.
- Team Officers must complete the following forms annually at minimum:
 - Club Registration Form (online via Engage Portal)
 - Officer's Affidavit
 - Club Sports Information Sheet
 - Direct Deposit Form
- Team Officers must complete the following forms each semester at minimum:
 - Team Roster
 - Master Schedule
 - Semester Reports
 - Budget Points Checklist

Club Sports will recognize and require the five (5) following positions as official officers for each club: President, Vice President, Secretary, Treasurer, and Council Representative. Additional Officers which would like to be recognized by the Club Sports Office need to submit a list of duties and responsibilities. All officers for each Club Sports Team must serve their term on campus: Fall & Spring. I.E. No officer can hold their position while studying abroad and all officers must be a current student in good standing at Appalachian State University.

It is the responsibility of each team to decide what administrative structure their team requires and how to delegate duties and responsibilities in their constitution. Listed below are some general guidelines. These should not be considered a complete listing of the officer's duties and may vary among teams.

President

- Serve as the liaison between the team, Club Sports and University Recreation Department.
- Assure that his/her respective team is complying with rules and regulations of App State.
- Verify that all required paperwork is on file and up-to-date.
- Preside over team meetings.
- Assure that the team's financial obligations are being met.
- Familiarize new officers with the routines and guidelines for team operations.
- Keep in his/her possession Emergency Contact information/MICs at all team functions.

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 the President in the event the President cannot complete his/her term.
- Be the liaison between the team and other schools when scheduling competitions.
- Schedule facilities for team practices and competitions.

Treasure

- Maintain accurate financial records for the team.
- Order any equipment, pay for tournaments, etc.
- Receive, record and receipt dues from team members.
- Keep the team updated with financial activity.
- Meet with an officer of the Executive Board to return receipts and proof for budget points.

Secretary

- Record and circulate minutes of team meetings.
- Conduct correspondence for the team.
- Update team roster as necessary.
- Circulate publicity information about the team.
- Oversee the handing and submitting of required forms and paperwork.

Club Sports Representative

- Attend and participate in all Club Sports Council Meetings
- Participate in Committee activity
- Report back to team officers regarding Council activities and requirements of individuals' teams (i.e., forms and deadlines)

Other Administrative Support

Advisor

All teams are required to select a willing advisor of the Appalachian State University faculty or staff who has an interest in their activity. The advisor is an important aspect of the Club Sports Program. Acting in an advisory capacity, this person is not to assume leadership of the organization, but is encouraged to work closely with the officers and to offer input into the organization. His/hers role is to lend experience in helping each team mature and reach its full potential.

A good advisor will provide continuity in a team's program by bridging the gap in student changes from year to year and supplying knowledge of University policies.

An advisor may assist a club in the following areas:

- Counseling and advising team members.
- Meeting frequently with the team's officers.
- Attending team meetings and activities sponsored by the Club.
- Assisting in obtaining requested resources about the University concerning team matters.

Coaches

- If desired, it is the responsibility of team members to secure the services of a coach for their team. Each Club Team must have all coaches sign a written contract with the Club Team. A copy needs to be kept on file at the Club Sports Office. Contacts are found on the website.
- The Coach must limit his/her involvement with the team to instructing in practice and competition, and must not participate in other areas of team management.
- The Coach must work with ALL participating members.
- The Coach may not serve as the team's liaison with University Recreation Department of the Club Sports Council.

TEAM MANGEMENT GUIDELINES

Equipment

- Individual teams distribute their team-owned equipment as desired.
- Equipment stored by the University (i.e. discs, volleyballs, soccer balls, etc.) will be checked in and out at the beginning and end of each semester. A designated time and date for check-in or out will be announced in advance.
- Team must submit an Equipment Inventory Form when turning in equipment.
- Damaged equipment must be turned in the Assistant Director for IM and Club Sports and will be replaced by University Recreation. (Only team equipment owned by the department will be replaced, no individual equipment).
- The Club must replace lost or stolen equipment before they receive any other equipment from University Recreation.
- Club Sports Teams may require individuals to fill out and sign a Club Sports Equipment Checkout Form, recording each piece of equipment checked out to him/her. Teams can charge deposits, but these monies are not collectable by University Recreation.

Scheduling Facilities

Overview

The Club Sports program does not have identified facilities or areas exclusive for the program's use. All on-campus facilities are shared amongst other program areas. Off-campus facilities are researched and secured by the individual teams.

Club Sports Teams wishing to use Appalachian State University facilities for team-related activities must submit a Facility Request Form. The following are acceptable request for use of facilities:

- Practice, instruction and coaching
- Competitions/Exhibitions
- Team meetings
- Fund-raising
- Special Events

Practice

At the beginning of each semester, the Coordinator will create a tentative weekly practice schedule based on the following:

- Facility availability
- Number of teams in good standing
- Number of teams not in good standing (developmental or probationary)
- Practice participations from the previous semester
- Any other means to determine the best use of the space for not only the Club Sports program, but for other University Recreation programs

This schedule will be the same weekly unless there is a change in the University schedule, change in the facility, change in the status of the club team, team selects to use the space, etc. due to whatever reason.

Teams which are considered on-campus and in good standing will have priority scheduling on available activity areas which are conducive to their sport. These teams will practice at their normal UREC facility unless conditions cause them to be unusable. UREC will do its best to schedule space for these teams whom they normally provide space for.

Off-campus teams will not be given priority to on-campus activity areas for practice. Off-campus teams operate and exist with the understanding that UREC does not have the facilities to fully support them. They understand that their competition and practices are scheduled outside of UREC and they must make their own accommodations. UREC does allow these teams to use facilities at times when they are available and these teams will be allowed to use varsity facilities when available.

Teams will not qualify for varsity facility priority if they have space made available to them regularly by UREC or if the reason they are not on a normal schedule is the fault of the teams due to misuse of a facility, failure to get paperwork in on time or meet other requirements.

Competition or Meeting

General

Facilities must be scheduled through the Club Sports Office via an online submission form no less than two weeks in advance. For major hosting events, the Club Sports Office requests a one month request submission.

Do NOT advertise for the event prior to the approval of the facility. The approval will come in the form of an email.

- Requests will only be accepted via the online submission form.
- Only officers of the team may reserve a facility.
- Varsity and UREC facility requests must go through the Club Sports Office. (Do NOT contact Varsity Athletics to reserve a facility)
- Failure to comply with any of the scheduling policies and procedures will jeopardize your privilege of utilizing App State's facilities for hosting events.
- Requests will be reviewed and distribution will be based on the criteria outlined by the Tier System (See "Tier System" for specifics). Once approved, arrangements will be made with University Recreation for necessary facility preparation.
- When changes or additions arise, the team must submit the requested correction to the Coordinator for Competitive Sports at least two (2) weeks in advance in writing. The team will then be notified by the Coordinator for Competitive Sports regarding final approval of the requested change.

Competition Specific

- Request for a single team competition, the team must submit a Facility Request at least two (2) weeks in advance. The Officers will be notified if the request was approved or denied. If denied, the Officers will be notified with the reason.
- Request for a multi-team/tournament competition, a Facility Request must be turned in four (4) weeks in advance. The Officers will be notified if the request was approved or denied. If denied, the Officers will be notified with the reason.
- If requests are approved, the officer reserving the facility must meet with the Coordinator of Competitive Sports prior to the event.

Single match/ Week of the Event: Monday or Tuesday the week of.

Multi-team event: Weekly at least three weeks prior to event.

Hosting

- Spectators are permitted to attend team-related activities, but do not have facility use privileges. All spectators and visiting teams must present valid picture ID to enter any facility. They are restricted to the area of competition they have entered to watch. All spectators under 18 years of age must be accompanied by a parent or responsible adult.
- Teams desiring to sell any type of goods at the facility must do so with approval from Student Engagement and Leadership as well as University Recreation prior to the event.
- Glass bottles and containers (Snapple, Gatorade, juice, etc.) are prohibited at ALL University Recreation Facilities. This includes indoor area and outdoor area.
- Visiting teams or competitors may be permitted use of locker facilities under the jurisdiction of the University Recreation Department during the period of competition with a recognized Appalachian State University Club Sports Team.
- Teams with competitions on State Farm Fields 11 & 12 are required to identify an “Emergency Response Assistant” to assist with directing the ambulance from Hunting Hills Drive to the Club Sports game fields.
- All participants, spectators, staff, etc. must uphold and follow all University Recreation facility policies and procedures at all times.

TRAVEL

Guidelines

Travel Form

- A completed Travel Form request must be turned into the Assistant Director for IM and Club Sports, Coordinator of Competitive Sports and the Club Sports Executive Board three (3) business days prior to travel. The Travel Form will be submitted via the Club Sports website. It is ultimately the team's responsibility to make sure that the Travel Form is submitted to the office on time. If the website is not working properly, the team needs to contact the Assistant Director for IM and Club Sports or Coordinator of Competitive Sports immediately to correct the situation for submission.
 - Teams that practice off campus must submit a travel form for practice. This is the only circumstance which allows day-of submission.
- A Travel Form is considered to be late if submitted after three (3) business days prior to travel.
 - An incomplete travel form will be classified as "late" if it is missing any information at the time of submission.
 - Exceptions include change in field placement or other information out of the team's control. Exceptions do not include the addition of a player, change in hotel, or other information within the team's control. Both instances are ultimately to be determined as an exception by the Club Sports Executive Board, Coordinator of Competitive Sports and the Assistant Director for IM and Club Sports.
- Late Travel Form penalties are as follows:
 - First Offense*
Written warning from the Club Sports Executive Board.
 - Second Offense*
Competition will count for Tier Placement, but not for Budget Points.
 - Third Offense*
Competition will count for Tier Placement, but not for Budget Points;
Team officers will be required to meet with at least one member of the Club Sports Executive Board; Team will face consequences deemed necessary by the Club Sports Executive Board and the Club Sports Council.

Other

- Teams are responsible for all travel costs.
- Teams must comply with all University policies while traveling.
- The opportunity for University buses may be available upon request at a cost to the team via App State Motor Pool.
- Teams must seek approval from personal vehicle owner prior to use for travel.

Competition Reports

A completed Competition Report must be turned into the Club Sports Office and the Club Sports Executive Board by the Wednesday following travel. The Competition Report will be submitted via the Club Sports website. It is ultimately the team's responsibility to make sure that the Competition Report is submitted to the office on time. If the website is not working properly, the team needs to contact the Assistant Director for IM and Club Sports or Coordinator of Competitive Sports immediately to correct the situation for submission.

Failure to turn in a Competition Report on time penalties are as follows:

First Offense

Written warning from the Club Sports Executive Board

Second+ Offense

Competition will count for Tier Placement, but not for Budget Points

PROCEDURE FOR AFFILIATION

A Club requesting membership in the Club Sports Council must adhere to the following procedures:

- Two (2) individuals interested in establishing the Club team must meet with a Professional representative of the Club Sports program to ensure that the following criteria are met:
 - Expression of student interest. (*minimum of 12 students for Club Sports*)
 - Nominated student leaders.
 - Availability of facilities for practice and competition.
 - Availability of competition within a reasonable geographic range.
 - Availability of funds to meet the team's needs.
 - Availability of an advisor and coaching/instruction.
- Schedule two (2) organizational meetings in order to assess interest with the Appalachian State University community. Must have sign-in sheet, which includes: phone number, email address, signature of member and include the date, time and place of meeting.
- Prepare and submit a hard copy proposal by the end of the Fall semester, which includes at minimum, the following:
 - CS Request for Affiliation Form
 - Constitution
 - Letter of Support from Faculty/Staff advisor
 - Proof of governing body
 - Proof of recognition by Student Engagement & Leadership
 - Statement of reason to be a Club Sport recognized team/mission statement
 - Anticipated Facility and Equipment needs (group and individual)
 - Anticipated Practice schedule (days & times)
 - Sample Practice layout
 - Budgets (team, individual, etc.)
 - Copy of EIN Confirmation from IRES which includes the name of the EIN
 - Proof of interest (list of names, ASU Emails and contact numbers)
 - i. Minimum of two interest meetings minutes
 - Contacts of competition
 - Goals (immediate- within the year, and long term- 2+ years)
 - Any other information that you may want to inform the Club Sports Executive Board and the Club Sports Council
- All interested club leadership must meet with the Executive Board of the Club Sports program to discuss the proposal and what the next step will be during January/February/March.
- Make a brief presentation to the Club Sports Council at a regularly scheduled meeting in March/April regarding the new team's constitution, goals, objectives, membership composition, facility requests, anticipated financial needs, etc.
 - Be approved by a 2/3 majority vote of members present. (*With approval, the team will be placed directly into the Developmental Tier and will be bound by the rules and regulations of the Club Sports*)

Council, University Recreation and Appalachian State University. See “Developmental Tier” for more specific information.

- If the team receives a recommendation for full membership in the Club Sports program, the recommendation will be received and reviewed by University Recreation and Student Development. Once approval has been secured. The team will be fully recognized as an official Club Sports team in the Developmental Tier.
- The Club Team must maintain and follow all requirements, policies and procedures of the Club Sports Program, University Recreation and Appalachian State University to remain affiliated with the Club Sports program.

The Club Sports Program reserves the right to refuse affiliation to any proposed Club Sports Team that requires extensive funding or resources, duplicates a Varsity sport that is in place already, involves high liability or risk factor or which does not properly represent the Club Sports Program or the Appalachian State University student body.

DEVELOPMENTAL TIER

Stipulations of the Developmental Tier

- Low priority use of facilities: Developmental Tier teams can be scheduled to use University and Varsity facilities as a full status team would, however, during scheduling, full status teams will have priority over Developmental Tier teams.
- Ability to travel to off-campus events: Developmental Tier teams will be allowed to travel to off-campus events, but must complete all required paperwork that would be expected of full status teams.
- Use of University name: Developmental Tier teams must still follow all guidelines regarding the use of App State trademarks.
- Official Club Sport Status: Developmental Tier teams are endorsed by the Club Sports program and are considered Club Sports teams.
- Ability to host “home” events: Developmental Tier teams may host on-campus events as any other Club Sports team would. In the event of a scheduling conflict between teams for facilities for a home event, full status teams will have priority.
- Ability to earn Budget Points: Developmental Tier teams may submit Club Sports Illustrated articles, acquire points as outlined in the Budget Point System and participate in any other opportunity to earn budget points for the upcoming year.

Amenities not available to the Developmental Tier Teams

- Club Sports funding: Developmental Tier teams will not be eligible for any funding from the Club Sports program.
- Priority use of facilities: Developmental Tier teams will have limited priority in the scheduling of facilities. However, Developmental Tier teams will have priority over probationary teams.
- Club Sports Council Representation- Developmental Tier teams are considered non-voting members of the Club Sports Council.

Requirements of the Developmental Tier

Must meet all minimum requirements of a Club Sports team:

- Minimum of 12 competitive participants
- Must have a team Constitution
- Must have five (5) elected Officer positions: President, Vice President, Secretary, Treasure & Club Sports Council Representative
- Provide proof of a governing body
- Must have a representative at all Club Sports Council meetings
- Must participate in Club Expo, Budget Points & Tier System Meetings and participate in any other mandatory activity (Officer Conferences, Symposium, etc.)
- Must have a working knowledge of the Club Sports Manual
- Recognition from Student Engagement and Leadership
- Good standing with Appalachian State University

Must complete the following forms, paperwork and have systems for record keeping:

- Medical Informed Consent Forms for all members
- Roster on file with the Club Sports office
- Travel Requests
- Competition reports
- Club Information form
- Officer Affidavit form
- Semester Reports
- Must have a team Bank Account
- Must have a team EIN
- Must compete in a minimum of three (3) competitions against a non-Appalachian State University organization each academic year
- Must be able to provide accurate bank statements, proof of spending, and accurate records of funds-raised/collected
- Any other forms, paperwork and systems for record keeping requested of all Club Sports teams

REPRESENTATION OF CLUB SPORTS AT APPALACHIAN STATE UNIVERSITY

Standards of Conduct

Individual Club Sports team members are obligated to conduct themselves in a mature and responsible manner that does not threaten the safety of others or detract from the reputation of Appalachian State University. Violations of federal laws, state laws, local ordinances or University policies, whether occurring on or off the Appalachian State University campus, are subject to disciplinary actions by the Club Sports Council or more and may jeopardize the individual's/team's membership status. All participants are expected to know and adhere to the Student Code of Conduct and the Student Organization Code of Conduct found on www.appstate.edu.

Alcohol Policy

No alcohol is permitted at any University Recreation facility.

For information on holding a special event on campus where alcohol is permitted, consult the Alcohol Policies and Guidelines handbook. This handbook is published by the office of Student Development and is available at Student Engagement and Leadership in the Student Union.

For recommended guidelines on holding a special event off of campus where alcohol is permitted, consult the Alcohol Policies and Guidelines.

Hazing Policy

Hazing is a degrading and humiliating practice, and will not be tolerated within our Club Sports program at Appalachian State University. Any team subjecting new or current members to any hazing rituals will be committing a "Major Infraction" as defined by this handbook and subject to the consequent disciplinary process. For more clarification on the "North Carolina General Statutes on Hazing," refer to The Appalachian State University of Rights and Responsibilities, available at Student Engagement and Leadership in the Student Union.

HEALTH AND SAFETY

General Guidelines

The University Recreation Department strives to provide an awareness of the inherent risks involved in each activity. Often these elements of danger are beyond the control of the University Recreation Program. Participation in the Club Sports Program is strictly voluntary and such participation involves the unavoidable risks of personal injury, loss or damage to personal property and the possibility of loss of life.

It is the individual's responsibility to determine his/her own ability to participate and at what level he/she can participate.

- Club Sports Teams are expected to abide by all local, state and national health and safety regulations.
- Each member of a Club Sports Team must do the following before he/she is allowed to participate in Club Sports Team activities:
 - Complete and return the Club Sports Medical, Information and Consent Form, showing proof of medical insurance required by all Club Sports participants.
- Each off-campus participant must sign a Game Contract prior to participation.
- Team Officers are responsible for seeing that all the forms are read, understood and signed by team members and guests before participating in team activities.
- All accidents/injuries, no matter how small, must be reported. Following forms must be completed and submitted immediately following the event.
 - a. On-Campus reporting: An Accident/Injury Report Form with the Supervisor on duty.
 - b. Off-Campus reporting: Competition Reports via online form.
- Each team's Officers must sign the Officer's Affidavit before team functions begin each year.

Failure to comply with the above rules will result in appropriate action by the Club Sports Council.

Medical Response

All on-campus practices and events will have student staff who are certified in American RedCross CPR/AED for the Professional Rescuer, Standard First Aid and Bloodborne Pathogens, or its equivalent.

Teams with competitions or practices on State Farm Fields 11 & 12 are required to identify an "Emergency Response Assistant" to assist with directing the ambulance from Hunting Hills drive to the Club Sports game fields.

OTHER POLICIES & PROCEDURES

Established Policies

The Club Sports Council, affiliated teams, and all Club Sports participants must support all policies set forth by the University and Club Sports Council body, cooperate in the coordination of Club Sports events and uphold all regulations of Appalachian State University that apply to their functioning.

University Poster Policy

Posters, banners, and signs are to be placed only in approved areas in University buildings and around campus. These approved areas are usually bulletin boards or some other area centrally located in the building. In an effort to maintain some control and to ensure the beauty of campus, it is expressly prohibited to place signs on the outside of buildings unless it is a designated poster area. This helps to insure that the campus does not become littered with fallen posters. You are advised to contact the appropriate supervisors in each building before posting a sign.

University Amplified Sound Policy

It is unlawful for any student or group of students to make unapproved use of moving or stationary sound systems on campus in such a manner that would disrupt or disturb the normal functioning of the University. As with any activity, the proposed event should be registered with the Center for Student Involvement and Leadership. The organization must also submit in writing a request to the Office of the Vice-Chancellor for Student Development to have the event (and amplified sound system) approved.

University Vehicle Policy

Clubs may request a University vehicle for club travel under the following procedures. *These guidelines may change without notice and update to this manual. For the full outline, visit the Motor Pool website through appstate.edu.*

- The Club must provide a full-time University employee to drive a university car or 10 passenger van. If the Club is unable to provide a qualified driver, they may hire a motor pool driver per rate on the Motor Pool website. If staying overnight, the Club must provide the driver with a hotel room and a daily per diem. The motor pool driver cannot drive more than 8 hours at a time without a 4 hour break.
- No other person besides the qualified driver will be able to drive the vehicle at any time.

Licensing

- Teams using any Appalachian State University logo or variation of a logo must have the design approved by App State Licensing. Teams must also use approved vendors for printing. Please submit all artwork design to clubsports@appstate.edu for assistance in this process.
- It is recommended to submit the design one (1) month, at minimum, prior to the time the team would like printed items (jerseys, team shirts, etc.) in hand.

Mailboxes/Postal Regulations

- Each club team will have a mail box in Club Hub:
 - Club Team Full Name
 - Appalachian State University
 - ASU Box 32200
 - Boone, NC 28608
- All Club Business must be directed to the Club App State Mailbox within Club Hub. This includes bank statements, invoices, etc. Club Mail should not be received at individuals mailboxes.
- Teams may utilize University Recreation for the recipient location of team's orders of equipment such as uniforms, competition/practice equipment, etc.
 - a. Club Team Full Name
 - University Recreation – Student Recreation Center
 - 150 Bodenheimer Dr.
 - Boone, NC 28608
- Mailings to student boxes must be approved through Club Hub.
- Check boxes regularly.

UNIVERSITY RECREATION SUPPORT

Publicity

Publicity is necessary for all Club Sports Teams to attract new members and inform others of team activities. Reasons to publicize are the following:

- To build membership
- To raise money
- To publicize events (practices, meetings, competitions)
- To raise visibility of the team on campus

Club Sports teams are required to have an active website with current, basic information including contact for officers, practice schedule, competition schedule and team policies & procedures. This website can be an active Engage portal, free website host or even purchased from a website host. Failure to have a website will result in not being eligible to earn any publicity points, excluding CS Illustrated.

University Recreation can host your page on the Student Development server once your team creates it. The Assistant Director for IM and Club Sports holds the right to edit material that may be inappropriate; I.E. any posting which can be deemed as not supporting the mission of the Club Sports program, incorrect information, etc. You can learn how to create a website by meeting with the Assistant Director for IM and Club Sports or through taking a class on website development.

Publicity fliers can be created with the help of the Assistant Director for IM and Club Sports. Please schedule a time well in advance of the time that you need the fliers. Each individual Club is responsible for the distribution of their fliers. Remember to remove your fliers from campus once your event is over.

The Assistant Director for IM and Club Sports will oversee releases to *The Appalachian* (student newspaper) and WASU-FM radio station. Information must be turned into the Assistant Director for IM and Club Sports 10 to 14 days prior to the event. *The Appalachian* and WASU reserve the right to edit any submitted material.

Club Sports Bulletin Board (*Student Recreation Center & Quinn*)

The Club Sports Program provides bulletin boards with space for each team to post fliers, schedules, contact information, etc. Club Teams may use this bulletin board, but we ask that you submit flyers for approval.

Social Media

Teams are welcome to have their own social media accounts as a means to communicate information and support publicity for the individual teams.

Feel free to tag the program's accounts, listed below, for reposting of appropriate items.

Instagram: @AppStateClubSports Twitter: @AppStClubSports Facebook: @AppStateClubSports

TEAM FINANCES

The members of each Club Sports Team are primarily responsible for the financial support of their team. Self-support is an essential principle for the Club Sports Program and each team must make every effort possible to raise funds for its program. This can be accomplished by assessing annual dues and sponsoring fund-raising activities.

It is essential for your organization to practice sound fiscal policies that reflect the integrity of your leadership.

University Policies

- All Clubs and Organizations must have a checking account with a banking institution.
- All Clubs and Organizations must have their own EIN and W-9 on file.
- All Clubs must submit copies of bank statements to be kept on file in the Club Sports office.
- All financial accounts (e.g. checking, savings, CD's, etc.) in the organization's name or into which revenue generated by the organization is deposited must have two (2) signatures required for withdrawals.
- Written financial statements must be provided to the membership on a regular basis (minimum of twice a semester).
- All expenses should be paid by check; those requiring cash payments must show verified receipts on file as proof of payment.
- Account activity must be accurately recorded and justified through zeroed, itemized receipts and any other proof.
- Teams must following the allocation procedures outline in their constitutions for the dispersal of their funds.

Funding Allocation

This allocation program will help Clubs develop their teams. Rather than focusing on the details of reimbursement, allocation will allow Clubs the ability to make better plans with their University financial support. Previously, clubs needed to have the money up front and then wait for a reimbursement check. This put the club members in the awkward position of either writing bad checks while hoping for the reimbursement to come in on time, or putting hotels and entry fees for the club on one member's credit card. Neither of these are sound financial practices that the Club Sports Program wants to role model.

The advantages of allocation are many. Clubs will be able to count on a certain amount of money from the school. That is the Clubs will be given a budget throughout the year and be able to make purchases for the team. This includes entry fees, travel, equipment, etc. Anything above and beyond the budget will have to be made up by the club through fund-raisers, sponsorship and alumni-parent donations. The Clubs themselves will decide where and when to compete, travel, and purchase team equipment.

Clubs will be rewarded for developing their programs through a point system. Clubs will receive a certain number of points based upon their performance, recruitment, fund-raising, publicity, etc. (*see allocation criteria*) of the previous year. For the allocation criteria, the teams would be required to put together a proposal and give supporting documentation for each criterion. For any media coverage, they simply submit a copy of the newspaper article or videotape of the television spot. Each team will meet with an Officer of the Executive Board to review their budget points every semester. The Executive Board Officer and team will total a preliminary amount of budget points to then be audited by the Coordinator of Competitive Sports. All submissions for budget points must be documented with appropriate paperwork.

After all clubs have finished and validated their points, a total number of points are determined. Then a value is placed on each point by dividing the total number of points into the total Club Sports budget. Each team's budget is then equal to the number of points they received for the previous year.

All allocated funds are for the following uses:

1. Tournament Entry/Registration Fees
2. Officials' Fees
3. National Governing Body Dues/Conference Dues
4. Hotel Fees when Traveling for Competition
5. Team Equipment
6. Facility Rental
7. Contracted Transportation

Budget Points Meetings

Each team will meet with an Executive Board Officer to go over, organize and file information for their Budget Points for the following year. All information concerning Budget Points will be kept on file in the Club Sports Office. After the meeting, the Coordinator of Competitive Sports will then do a final audit to determine the final amount of budget points awarded to each team.

Executive Board Officers will offer numerous appointment times during and out of their office hours to meet the scheduling needs of the team. Teams are responsible for coming to the meeting on time, prepared with appropriate paperwork (*Copy of Bank Statements, Budget Points Checklist completed, End of Semester Report and all receipts and proof of budget point items; Executive Board Officers cannot print off items in the office.*) If a team fails to show for a Budget Points meeting, they are responsible for rescheduling with the Executive Board Officer and risk losing opportunity for those Budget Points for the semester.

Budget Points Checklist

The Budget Points Checklist is available online for teams to fill out prior to attending their Budget Points meeting. This must be done and submitted (*submits automatically*) so that Executive Board Officers and teams can be prepared to ensure a smooth and efficient meeting.

Criteria for Allocation

The following allocation criterion is an accumulation from the academic year of competition (*August 1 – July 31*), unless otherwise noted.

At least two budget points meetings will take place between the Team and their assigned Executive Board Officer during the academic year; minimally at the end of Fall Semester and end of Spring Semester. Teams are required to fill out the Budget Points Checklist prior to the meeting, come to the meeting prepared with organized proof of budget points and on time. Other meetings may be deemed necessary due to the activity of the program.

Number of Active Participants

Club Teams will get a certain number of points for every participant that is recognized as an official member. University Recreation will file each club's official roster in the office. A player is considered an Active Participant when he/she pays the team's dues and has turned in Medical Informed Consent Form, submitted an electronic Medical Informed Consent Form and added to the team's Engage portal. Receipts and Bank Statements are proof of payment.

Number of Members	12	13-20	21-30	31-40	41+
Point Value	1	2	3	4	5

Community Service

Club Teams will receive budget points for participating in community service projects as a group. These projects can be found through the ACT Program (2nd floor Student Union) or by volunteering to help another Club Sports event. This category can only be 20% of the total number of budget points earned per semester per year.

Attending a Service Event

Number of Members	4	5-10	11-15	16-20	21+
Point Value	1	2	3	4	5

Organizing & Attending a Service Event

Number of Members	4	5-10	11-15	16-20	21+
Point Value/Hour	1	2	3	4	5

Entry Fees and Tournament Dues

Club Teams can receive points for the amount of money spent on entering competitions and paying to participate in tournaments. Facility Rental fees are also included, meaning "any other fee required to utilize a practice or game facility."

Amount	\$100-\$500	\$501-\$1,000	\$1,001-\$1,500	\$1,501-\$2,000	\$2,001-\$2,500	\$2,501-\$3,000	\$3,001-\$3,500	\$3,501-\$4,000	\$4,001-\$4,500	\$4,501+
Point	1	2	3	4	5	6	7	8	9	10

Equipment

Club Teams can receive points for the equipment that is bought for practices and competitions. Team equipment is considered anything which benefits the team, is used for the collective group throughout the year, and/or can be used to benefit future teams. This includes, but is not limited to: non-personalized uniforms/jerseys, balls, training equipment, or warm-ups with team logo. Personal equipment and apparel will not be counted towards budget points.

Amount	\$100-\$500	\$501-\$1,000	\$1,001-\$1,500	\$1,501-\$2,000	\$2,001-\$2,500	\$2,501-\$3,000	\$3,001-\$3,500	\$3,501-\$4,000	\$4,001-\$4,500	\$4,501+
Point	1	2	3	4	5	6	7	8	9	10

Fund-raising, Donations, Financial Sponsorships

Club Teams will receive points for money raised through fund-raising, donations and sponsorships. Because many sponsors give products directly to the team, any club can claim the retail price of the gear given through sponsorship as funds collected. Funds collected through donations will have to go through the University Fund. This is an account that can be “earmarked” specifically for your club. It will give the benefit of a tax-deductible donation for your donor, and document the funds for your club. Clubs will have to document any fund-raising activity through bank deposit slips. **Dues are excluded from this category.*

Amount	\$500-\$1,000	\$1,001-\$1,500	\$1,501-\$2,000	\$2,001-\$2,500	\$2,501+
Point	1	2	3	4	5

Hotels

Club Teams will receive budget points for money spent on hotels, with the following stipulations: 1. A minimum of 3 persons per room. 2. Teams must have turned in a travel form. 3. Teams must submit accurate receipts 4. Any hotel costs that exceed the North Carolina hotel state rate, in accordance with the North Carolina Restaurant & Lodging Association (NCRLA), room will not be fully reimbursed towards this category. (i.e. If your team stays at a 5-Star Hotel for \$300/night per room, you only receive the state rate credit each night per room).

Amount	\$100-\$500	\$501-\$1,000	\$1,001-\$1,500	\$1,501-\$2,000	\$2,001-\$2,500	\$2,501-\$3,000	\$3,001-\$3,500	\$3,501-\$4,000	\$4,001-\$4,500	\$4,501+
Point	1	2	3	4	5	6	7	8	9	10

Longevity

Club Teams will receive points for each year they have been an established Club Sports Team in good standing on campus. Clubs that are removed from the Club Sports Council and are reestablished the following year must start over again.

Number of Years	1-2	3-4	5-6	7-9	10-19	20+
Point	0	1	3	5	7	10

National/League/Conference Governing Body Dues

Club Teams who pay for national, league, and conference dues will receive points based on how much the dues are for the team as a group—including individual registration fees.

Amount	\$1-\$500	\$501-\$1,000	\$1,001-\$1,500	\$1,501-\$2,000	\$2,000+
Point	1	2	3	4	5

Number of Competitions

Competitions are based on the individual sport's standard of competition.

Specific Sport definitions of "Competitions"

Games*:	Ice Hockey, Soccer, Lacrosse, Rugby <i>*These teams hosting tournaments will be categorized under "Tournament" and count as only one competition.</i>
Meet:	Swim
Match:	Tennis
Comp:	Climbing, Archery
Race:	Alpine Ski, Snowboard, Cycling, Triathlon
Series:	Baseball
Show:	Equestrian
Tournament:	Volleyball, Fencing, Ultimate

Club Teams will receive a specific number of points for the number of competitions in which the team participates.

Number of Competitions	1-5	6-10	11-15	16-20	21+
Point	2	4	6	8	10

**Competitions become official by the team submitting a Travel Form/Facility Form and Competition Report.*

Paperwork & Organization

Club Teams will receive 1 point per semester for turning paperwork (MICs, Registration Form, Affidavit, and Roster) in on time and being organized with your financial records during your club's budget point meeting.

Publicity

Club Teams will receive a certain number of points for any *positive* publicity that they receive from local, regional, or national newspapers, television, radio, etc. (*clubs will lose points for negative publicity*). In order to receive points, all publicity must have a hard-copy submittal with indicated date of publication or an official documented email confirmation by an authority figure.

In addition, clubs will receive points for developing, maintaining, or updating a website. Failure to maintain a basic website with contact for officers, practice schedule, competition schedule and team policies & procedures will exclude the Club from receiving any publicity points, excluding for CS Illustrated.

Point	Publicity Type
1	For each Article in the Club Sports Chronicle
	For all Announcements published in the Appalachian
	For each Announcement on 90.5 “The APP” radio station per recording
	For all Statistics published in the Appalachian (<i>whether 2 statistics published or 10, still only counts as 1 point; minimum of 2 published</i>)
2	For each Article in the Appalachian student newspaper
	For each Interview on 90.5 “The APP” radio station per recording
	For all Statistics on a regional website or websites (<i>including team or individual results, conference standings, etc. – whether 1 statistic published or 10, still only counts as 2 pts</i>)
	For each Article in a Boone area newspaper (<i>High Country Press, the Watauga Democrat, Mountain Times, etc.</i>)
	For each Interview on local radio stations per recording
3	PER SEMESTER – For major website development, maintenance, and updates (<i>this includes major changes to an existing website, new photos, and updated information, in depth results, different features, etc.</i>)
4	For Statistics on a national website, websites or magazine (<i>including team or individual results, conference standings, etc.</i>)
	For each Article on the appstate.edu homepage
5	For each Article in a national magazine or newspaper without a picture.
	For each Article in a regional paper
	For each Announcement, Article or Interview on regional television
	For being recognized at a varsity/professional event (<i>e.g. at half-time of an ASU Football Game; excluding CS Night</i>)
10	For each Article in a national magazine or newspaper with a picture.
	For each Announcement, Article or Interview on national television

*Article is defined as a written document comprised of several paragraphs of refined, quality content which has to go through an editorial process (blogs do not count).

*Statistics are defined as tournament/event scores that are published.

*Announcements are defined as sentences published advertising a fundraising event, tournament/competition, new member signups, etc.

*Regional is defined as the following states: Tennessee, Virginia, West Virginia, South Carolina, and Georgia.

*National Article would be based on audience. Publication would be read regularly in states not bordering North Carolina.

Referees/Officials

Club Teams can receive points for the money spent on hiring referees/officials.

Amount	\$100-\$500	\$501-\$1,000	\$1,001-\$1,500	\$1,501-\$2,000	\$2,001-\$2,500	\$2,501-\$3,000	\$3,001-\$3,500	\$3,501-\$4,000	\$4,001-\$4,500	\$4,501+
Point	1	2	3	4	5	6	7	8	9	10

Regional / National Prominence

Club Teams that are competitive in the region and nation will receive bonus points.

	Conference Top 5	Regional Championship	Regional Championship Top 5	National Championship	National Championship Top 5	National Champion
Point	1	3	5	7	10	15

**This is not a cumulative category. Clubs receive points for the highest level reached. For example a team (or individual) qualifying for national competition receives 7 seven points rather than 19. For individual sports, clubs can receive points for an individual advancing to higher competition. Clubs turn in official results along with supporting documents at the end of the year.*

Conference: Season opponents for rankings for post season play; found in a closer proximity.

Regions: Multiple conferences elite teams/players competing; found in a defined section of the United States.

Nationals: Across the United States competition

**Qualifying criteria is same as National Championship Funding Reimbursement Procedures.*

Travel

Club Teams receive points for travel for competitions based on mileage. Proof of travel is required and includes travel forms along with Hotel Receipts.

Mileage	100	101-300	301-500	501-1,000	1000+
Point	1	3	5	7	10

Club Awards

Any Club Team which receives Club Sports team recognition will receive one point per award recognized. This Award must be a recognized award amongst professional staff, have criteria met in order to receive the award and positively promote the program. Proof of the award and the above mentioned items must be submitted during Budget Points meeting.

Subtractions from Point Total

Club Teams will receive deductions from their point total for the following infractions: missed Council meetings, failure to turn paperwork in on time, failure to cancel a scheduled practice, or any actions listed in the infraction section of this handbook. Usually, teams will lose one point per occurrence, but the final point loss is up to the Assistant Director for IM and Club Sports, Coordinator of Competitive Sports and the Executive Board.

**Point totals are based on documented competitions, travel forms, and receipts. If you can't prove that you spent the money or went to a competition, it will not count towards allocation!*

Lost Allocations

If a team loses any portion of their budget, the money will be saved and redistributed to all teams except the one which lost allocation during the next year based on the budget point system.

The Council is ultimately responsible for determining how funds are distributed. This means the Club Sports Council can use the lost allocation for other needs for the program if desired with a 2/3 majority vote.

- Teams receiving these “lost” allocations will not be responsible for fundraising of these additional allocated funds to meet the Tier requirement.

Non-Allocated Funds

Defined as dues/assessments of team members and self-generated monies (fund-raising, donations, etc.)

- Any team must manage non-allocated funds through its financial accounts.
- These funds may be used for any member-approved allocation without restriction from the Club Sports Council.
- The Center for Student Involvement and Leadership will provide operation procedures and other information regarding fund-raising and soliciting by recognized student clubs and organizations. For these specific procedures, refer to the Center for Student Involvement and Leadership's Guidelines for Student Organizations.

National Championship Funding Reimbursement Procedures

For each academic year, there is a predetermined amount set aside for National Championship expenses incurred by the Club. In order to be eligible, the Club must meet the following criteria:

- The event must be recognized as the National Championship for the sport by the National Governing body.
- The event must have some sort of qualifying procedure or standard. In the event there is not such process, competitors need to finish in the top 25% of all competitors within the division to be eligible for funding.
- The Club must turn in a National Championship Report Form (see Forms) along with all necessary receipts, results and publicity materials.
- All teams must turn in a Travel Form.

Lack of National Championship Competition

If there is no team eligible for National Funding, the allocation will then be available for teams traveling to Regional competition. The event must follow all regulations that National Championship allocation follows. If no team is traveling to a National or Regional event, then monies will then be available to teams competition in sectionals upon organization and criteria met as described by the National Championship Funding Reimbursement Procedures.

Allocation Procedures for National Championship Funding

- All paperwork from any travel during the prior year will be due by the second Club Sports Council Meeting of the academic year.
- Once all paperwork is complete and turned in, the Executive Board Officers, along with the Assistant Director for IM and Club Sports, the Coordinators of Competitive Sports and the Associate Director of University Recreation will review the requests and make a funding recommendation to the Club Sports Council for approval.
- The Council will approve the funding allocation by a simple majority of all Clubs not in consideration for funding.

Criteria for Allocation

The amount qualified Clubs receive as reimbursement for National Championship expenses varies from year to year. Depending on the number of Clubs who compete at the National level and how far they traveled will greatly affect the amount each Club receives. Funding priorities are as follows:

- Amount spent per individual competing.
- Number of other Clubs requesting funding.

Qualified Expenses

- Entry Fees
- Hotel Fees
- Airfare for Travel
- Any extra baggage fees for airline travel (*e.g. bike, skiing equipment*)
- Ground transportation (*e.g. van shuttle, taxi or car rental*)
- Facility rental or venue access, such as lift tickets

TIER SYSTEM

The Tier System is a means of organizing different Club Sports Teams into groups which allows for maximum use of the Budget Points system to distribute the funds to the teams who, by the Club Sports Program's definition outlined by the Tier System, most deserves it. This system promotes and recognizes organization, leadership development, competitive success, etc.

Guidelines and Regulations

Allocation Outline

Allocation Distribution

Tier	Probationary	Developmental	White	Black	Gold
% of Allocation	0%	0%	10%	30%	60%

Allocation Adjustments

In the event that the tiers are disproportionate in the number of teams within them, the Executive Board Officers can recommend an adjustment of the percentages given to each tier or the requirements for each tier for the upcoming year. This can be adjusted on a yearly basis if necessary.

Allocation Cap

- No team's allocation will exceed 1/3 of their current tier's budget based on the original allocated amount within the tier.
- Teams will never receive more than a 300% budget increase from the previous year.

Remaining Allocations

- Remaining funds will trickle down the tiers until used.
- Funds will not be given to Probationary teams and will recycle after the White tier.

Budget Points System

Budget Point System within the Tier System

- The BPS functions as allocation distribution between teams within one tier.
- Budget Point System found within the manual

Budget Point Cap

- Budget Point Cap: Number of Budget Points = 1/3 of tier allocation.
- If team exceeds the Budget Point Cap, the budget points remaining after cap is reached will have no value.

Classifications

Gold Tier

- Must participate in 10 competitions.
 - Two of these must be hosted at Appalachian State University and one of the hosted events must be a Tournament.
 - 100 Man Hours for approved teams
 - Pre or Post season play will be included in total competitions.
- Must compete in conference competition.
- Must raise 300% of the team's allocated budget.
- Must be a paying member of a collegiate governing body.
- 80% of active participants must travel at least twice. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
- Must have minimum of 20 active participants.
- First priority for facility space.
- Adhere to the Basic Club Sports Standards.
- Allocated 60% of the Club Sports Team budget.

Black Tier

- Must participate in 5 competitions.
 - One of these must be hosted at Appalachian State University.
 - 50 Man Hours for approved teams
 - Pre or Post season play will be included in total competitions.
- Must compete in conference competition.
- Must raise 250% of the team's allocated budget.
- Must be a paying member of a collegiate governing body.
- 50% of active participants must travel at least twice. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
- Must have minimum of 15 active participants.
- Second priority for facility space.
- Adhere to the Basic Club Sports Standards.
- Allocated 30% of the Club Sports Team budget.

White Tier

- Must participate in 3 competitions.
 - Pre or Post season play will be included in total competitions.
- Must raise 200% of the team's allocated budget.
- 50% of active participants must travel at least once. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
- Must have minimum of 12 active participants.
- Third priority for facility space.
- Adhere to the Basic Club Sports Standards.
- Allocated 10% of the Club Sports team budget.

Probationary Tier

- Must participate in 3 competitions.
 - Pre or Post season play will be included in total competitions.
- Responsible for the needed expenses of the team
 - Team bank account must have \$100 at the start of the probationary period.
- Must be a paying member of a collegiate governing body.
- 75% of active participants must travel at least once. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
- Must have minimum of 15 active participants.
- Last priority for facility space.
- Adhere to the Basic Club Sports Standards.
- Allocated 0% of the Club Sports Team budget.

Developmental Tier

- Must participate in 3 competitions.
 - Pre or Post season play will be included in total competitions.
- Responsible for the needed expenses of the team
 - Team bank account must have \$100 at the start of the probationary period.
- Must be able to provide proof of a collegiate governing body.
- 50% of active participants must travel at least once. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
- Must have minimum of 12 active participants.
- Last priority for facility space.
- Adhere to the Basic Club Sports Standards.
- Allocated 0% of the Club Sports Team budget.

Movement between tiers

Teams in good standing within the gold, black or white tiers meeting requirements for a higher tier than their current position will automatically be placed into that tier bracket for the next allocation year.

Developmental Tier

- All new teams automatically start in the developmental tier.
- A club or current team can be in the developmental tier for a maximum of two years.
- A club team must be voted into the developmental tier.
 - The Developmental Tier will serve as the entrance tier for teams who are voted into the Club Sports program by two-thirds (2/3) majority vote during a regularly scheduled Club Sports Council meeting.
- Current Teams that are placed into the developmental tier can petition the council for Active Club Sports Status after the end of the next fiscal year, with or without the recommendation from the Executive Board Officers.
 - A full fiscal year must be spent in Developmental Tier in order to be considered for Active Club Sports status (August 1- July 31)
- Moving out of developmental tier (maximum two years)
 - After First Year:
 - Club Options:
 - Petition for active Club Sports status
 - Remain in developmental tier for another fiscal year
 - Council Options:
 - Grant active Club Sports status
 - Suspend
 - Continue developmental tier for second year with or without specific conditions
 - After Second Year:
 - Club Options:
 - i. MUST petition for active Club Sports status
 - Council Options:
 - Grant active Club Sports status
 - Suspend

Probationary Tier

- A club team can be on probation for a maximum of two years.
- A club team must be voted into the probationary tier.
- Current Teams that are placed into the probationary tier can petition the council for Active Club Sports Status after the end of the next fiscal year, with or without the recommendation from the Executive Board Officers.
 - A full fiscal year must be spent on probation in order to be considered for Active Club Sports status (August 1- July 31)
- Removal of Probation (maximum two years)
 - After First Year:
 - Club Options:
 - Petition for active Club Sports status
 - Remain on probation for another fiscal year

- Council Options: (IF team petitions Council)
 - Grant active Club Sports status
 - Suspend
 - Continue probation for second year with or without specific conditions
- After Second Year:
 - Club Options:
 - i. MUST petition for active Club Sports status
 - Council Options: (IF team petitions Council)
 - Grant active Club Sports status
 - Suspend

When probation is granted in December, Active Club Sports status cannot be granted by the Council until the full fiscal year has passed (3 semesters).

Failure to Comply with Requirements

Teams failing to comply with the requirements of their current tier will be dropped to the tier that they currently qualify for.

- If a team is in the White tier and fails to comply with the minimum requirements
 - The council will vote to:
 - i. Suspend the team or
 - ii. Put the team in the probationary tier.

Teams that are placed into a lower tier will be placed into that tier bracket for the next allocation year.

Money that has been revoked because of failure to comply with Basic Club Sports Standards, Campus Activities or Appalachian State University requirements will be allocated to the Club Sports program based on need, necessity, and/or percentages originally considered in allocations. The Executive Board Officers will make a recommendation and the Council will vote on the use of the revoked allocation in question.

Additional Information

Alternative Hosting Requirement

Teams which cannot host due to various reasons outside of their control (no facility available, etc.) may petition the CS Council to accept “Man Hours” to satisfy the hosting requirement.

- The petition must be done by the second CS Council meeting of the year.
- The petition must be done each year, for facility situations change.
- The petition must include an organized presentation as to why they cannot host and why they are seeking the “Man Hours” alternative to satisfy Gold/Black tier requirements.

Record Keeping

Competitions

Travel

Travel forms for every away event – late travel forms will count as competitions for tier placement but not towards budget points

No Travel form will result in the competition not counting at all, even when other proof is available.

Hosting

On-Campus: Completed game contracts and signed list of duties. Create with the team and the Coordinator prior to the event.

Off-Campus: Detailed list of hosting duties the team performed, including which individuals performed them, signed by venue manager with a signed letter of support.

Level of Competition

Print out of results (minimum: brackets/program with results for BP)

Funds Raised

Receipts (even for dues)

Bank Statements

Zeroed Invoices

Governing Body

Receipts

Certified roster (by governing body)

Competitive Participation

Submitted Competition/Travel Roster with complete MICs

Travel Forms

Members

Individuals who have paid dues (receipt) with MICs on file

Club Sports Council

Attendance sheet

Paperwork

Shared file excel sheet

Leadership Development

Attendance sheet

Definitions

Active Club Sports Status

Acting under and complying with all requirements in the Gold, Black, White, Developmental or Probationary tier.

Allocation Cap

The limit of funding that one team can receive based on their tier's allocation. No team can receive more than 1/3 total pf tier allocation. No team can receive more than a 300% budget increase from the previous year.

Allocation Year or Fiscal Year

August 1 through July 31 and 3 allocation checks. Checks will be given in the amount of $\frac{1}{4}$, $\frac{1}{4}$, and $\frac{1}{2}$ of the team's allocated budget.

Budget Points System

Points system based on merit which determines the amount of funding earned. Goal is to allocate funds objectively.

Budget Point Cap

Results from the 1/3 allocation cap. Any amount of budget points which exceeds the 1/3 allocation cap will be null.

Basic Club Sports Standards

Items set forth by the Club Sports Handbook, the Club Sports program, University Recreation and Appalachian State University to be a recognized Club Sports team. Detailed information found throughout the manual.

Club Sports Council

Governing body of the Club Sports program

Competition

Competitions are based on the individual sport's standard of competition.

Specific Sport definitions of "Competitions"

Games*: Ice Hockey, Soccer, Lacrosse, Rugby

**These teams hosting tournaments will be categorized under "Tournament" and count as only one competition.*

Meet: Swim

Match: Tennis

Comp: Climbing, Archery

Race: Alpine Ski, Snowboard, Cycling, Triathlon

Series: Baseball

Show: Equestrian

Tournament: Volleyball, Fencing, Ultimate

Competition Roster

Roster of App State representatives with completed MICs on file, paid dues and will compete representing the individual team which has submitted the roster.

Fall: Due by 4th Council Meeting in Fall

Spring: Due by 2nd Council Meeting in Spring

Competitive Participant

App State representative with completed MIC on file, paid dues and will compete representing the individual team as defined by the competition roster.

Man Hours

Time each individual team member volunteers to work a recognized Club Sports Event on campus. Team members must do the following to earn the man hours:

- A. Plan to volunteer prior to the event with approval from Event Coordinator, Coordinator of Competitive Sports & Assistant Director for IM and Club Sports.
- B. Have an active job/duty during the event which aides in the execution of the event.
- C. Must provide accurate record & proof of obtaining “Man Hours” at the event.

MIC

Contains a hard-copy waiver, electronic form submitted and a member of the team’s Engage page to be completed.

Needed Expense

Money needed for the club to function as they are currently. Governing body dues, necessary equipment (not including jerseys/uniforms), facilities, etc.

Striving for National Competition

Participation within a competition that allows teams to move forward to a national level.

Participation in post-season, post-conference, or post-league.

Team

A group of athletes representing an area or school that pays an entry fee. “A” and “B” teams need to pay separate entry in order to be counted as separate teams. Hosting team can split into separate teams if numbers justify the separation.

Tournament

Team Sport Tournament

Participation of a minimum of 4 teams including the hosting team(s).

Individual Sport Tournament

Participation of a minimum of 3 school teams with representation of a minimum of 5 members from each including the hosting team(s).

TIER SYSTEM CHART

	Probationary	Developmental	White	Black	Gold
<i>Competitions</i>	3 competitions	3 competitions	3 competitions	5 competitions: host min 1	10 competitions: host min 2 1 tournament
<i>Level of competition</i>				Must compete in conference competition	Must compete in conference competition
<i>Funds raised</i>	Must be able to provide proof of funds raised	Must be able to provide proof of funds raised	Responsible for 200% of allocated budget	Responsible for 250% of allocated budget	Responsible for 300% of allocated budget
<i>Governing body</i>	Paying member of a collegiate governing body	Must be able to provide proof of governing body		Paying member of a collegiate governing body	Paying member of a collegiate governing body
<i>Competitive participation</i>	75% of competitive participants travel at least once	50% of competitive participants travel at least once	50% of competitive participants travel at least once	50% of competitive participants travel at least twice	80% of competitive participants travel at least twice
<i>Competitive Participants</i>	minimum of 15	Minimum of 12	minimum of 12	minimum of 15	minimum of 20
<i>Compliance</i>	Must maintain full program compliance	Must maintain full program compliance	Must maintain full program compliance	Must maintain full program compliance	Must maintain full program compliance
<i>Club Sports Council</i>	Must have elected representative attend Club Sports Council Meetings	Must have elected representative attend Club Sports Council Meetings	Must have elected representative attend Club Sports Council Meetings	Must have elected representative attend Club Sports Council Meetings	Must have elected representative attend Club Sports Council Meetings
<i>Paperwork</i>	All paperwork turned in by deadline set by Executive Board Officers	All paperwork turned in by deadline set by Executive Board Officers	All paperwork turned in by deadline set by Executive Board Officers	All paperwork turned in by deadline set by Executive Board Officers	All paperwork turned in by deadline set by Executive Board Officers
<i>Leadership development</i>	Must attend Officer Conference, Officer Meetings, and the Symposium	Must attend Officer Conference, Officer Meetings, and the Symposium	Must attend Officer Conference, Officer Meetings, and the Symposium	Must attend Officer Conference, Officer Meetings, and the Symposium	Must attend Officer Conference, Officer Meetings, and the Symposium
<i>Allocations</i>	Not eligible for Allocation	Not eligible for Allocation	Eligible for 10% of Club Sports Allocation Budget	Eligible for 30% of Club Sports Allocation Budget	Eligible for 60% of Club Sports Allocation Budget