

**Appalachian State University Recreation Club Sports**  
**Handbook**



<b>Introduction</b>	<b>2</b>
University Recreation Mission	2
Administration of the Club Sports Program	2
Student Staff	3
Campus Location	4
<b>Club Sports Council</b>	<b>4</b>
Purpose of Council	4
Responsibilities	4
Meetings	5
Absences	5
Tardiness	5
Voting	6
Required Paperwork	6
<b>Facility Policies and Reservation</b>	<b>7</b>
<b>Disciplinary Regulation by the Club Sports Council</b>	<b>9</b>
Minor Infractions	9
Major Infractions	10
Probation	11
Suspension	12
Disciplinary Appeal Process	13
<b>Club Sports Team Requirements</b>	<b>14</b>
Meetings and Attendance Requirements	14
Club Hub Requirements	14
Documents	14
Eligibility Guidelines	15
Intramural Participation of Club Sports Students/Athletes	16
<b>Team Members' Roles</b>	<b>16</b>
Officers	17
<b>Team Management Guidelines</b>	<b>20</b>
Equipment	20
Travel	20
Competition Reports	21
<b>Representation of Club Sports at Appalachian State University Standards of Conduct</b>	<b>22</b>
<b>Health and Safety</b>	<b>22</b>
<b>Other Policies and Procedures</b>	<b>23</b>
<b>University Recreation Support</b>	<b>24</b>
<b>University Policies</b>	<b>26</b>
Funding Allocation	26
<b>Appendix</b>	<b>28</b>

## **Introduction**

The Club Sports program of University Recreation at Appalachian State University is designed to offer opportunities for students to participate in a variety of competitive sports and recreational activities. Each team is organized and conducted by its members and officers under the direction of the Club Sports Council.

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

### *University Recreation Mission*

We facilitate an inclusive environment where recreation and wellness opportunities transform, engage, and care for the App State community to enhance student learning and development.

#### Student Affairs Learning Goals:

1. Career Readiness
2. Inclusive Community
3. Personal Development
4. Wellbeing

### *Administration of the Club Sports Program*

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

#### *Administrative Personnel*

##### **Primary contact for Club Sports related questions:**

Assistant Director for Sports Programs

Name: PJ Hartleb

Email: [hartlebpj@appstate.edu](mailto:hartlebpj@appstate.edu)

Phone: (828) 262-8710

Office: SRC Rm 109

**Secondary contact:**

Coordinator for Sports Programs

Name: Zach Sippel

Email: Sippelzj@appstate.edu

Phone: (828) 262-4953

Office: SRC Rm 105

**Other University Recreation administrative staff:**

Director of University Recreation

Name: Angela Shook

Email: as64724@appstate.edu

Phone: (828) 262-8708

Office: SRC Rm 114

Associate Director of Programs

Name: Leah Hillbrand

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Phone: (828) 262-4954

Office: SRC Rm 107

Graduate Assistant for Sport Programs

Name: Riley Shrum

Email: shrump@appstate.edu

*Student Staff*

Club Sports Program Assistants: (formerly Executive Officers) Club Sports Program Assistants work closely with teams to ensure each team and its officers receive the training and support they need to have a successful season. Each club will be assigned a Program Assistant and will meet at least three times per month, during each semester. Responsibilities include but are not limited to: maintaining official team roster database via Engage, processing travel forms, ensuring tracking of expenses, office paperwork, leading Club Sports Council, and compiling the Club Sports Program End-of-Semester and Annual Reports.

Sports Supervisors: Sports Supervisors are responsible for on-site supervision of on-campus Club Sports games and practices. This includes opening/closing facilities, collecting paperwork, and risk management.

### *Campus Location*

University Recreation Office

Location: Student Recreation Center

Address: 150 Bodenheimer Dr., Boone, NC, 28608

Phone: (828) 262-2100

## **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 Club Teams. Club Sports Council serves as a liaison between the team members and University Recreation staff. Composed of one elected officer from each team, the Council enforces all Club Sports policies and procedures.

### *Responsibilities*

The responsibilities of the Council are to provide the following:

- Administrative leadership to support the Club Sports Program.
- Holding bi-weekly scheduled meetings.
- Recognition of new teams.
- Budget allocation format.
- Disciplinary review and corrective action.
- Recommendations concerning policies, procedures and participant concerns.
- Yearly vote on tier system percentages

### *Meetings*

- The Council will meet every other Wednesday during the fall and spring semesters, or as designated by the Council.
- Each Club Team must be represented at all Council meetings by its council representative. The Club may have one excused absence per semester. If the Council Representative is unable to attend a meeting, another club member may attend council and not be counted absent.

### *Committees*

- Each year, club sports council members will split into committees at the end of Council meetings to work on initiatives that support the entirety of club sports

- Each committee will be led by a Club Sports Program Assistant
- Committee members will work within and outside of Council to accomplish the committee's goals.
- Examples of committees include but are not limited to: Club Sports Banquet, Risk Management, Fundraising, Community Involvement, Team Bonding, Budget Point, and Tiers analysis.

### *Absences*

Penalties for absences are as follows:

#### First Offense

- The team is given a written warning via email from the Club Sports Program Assistants.

#### Second Offense

- The team is fined 25% of their next allocation.

#### Third Offense

- The team loses all remaining allocation funds. The team may be suspended with a two-thirds majority vote of the Council. 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 Program.

### *Tardiness*

Tardiness to a Club Sports Council meeting is defined as arriving after the designated start time and is recorded by the Club Sports Program Assistants. Being 15 or more minutes late is treated as an absence.

Penalties for tardiness are as follows:

#### First Offense

- The team is given a written warning from their Club Sports Program Assistant

#### Second Offense

- The team will be given an absence from the Club Sports Council.

#### Third Offense

- The team is fined 25% of their next allocation

#### Fourth Offense

- The team loses all remaining allocation funds. The team may be suspended with a two-thirds majority vote of the Council. If the absence occurs after the allocations, all funding will be removed for the following year. Any further tardiness will result

in the team being dismissed from any affiliation with the Club Sports Program.

### *Voting*

- Each team in good standing, including development tier clubs, 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 member from the respective team will vote in their absence; a Club Sports Program Assistant cannot serve as a voting representative for their team.
- In the event of a tie, the Club Sport Program Assistants will cast the deciding vote.

### **Required paperwork**

*The following paperwork is required of **ALL** Club Sports participants:*

- [A valid UREC waiver \(5 year waiver\)](#)
- [A valid Medical Informed Consent waiver \(MIC\)\(5 year waiver\)](#)

These waivers are valid for 5 years and do not have to be done annually. All waivers must be signed in pen, no scanned signatures will be accepted. Waivers should be turned into the UREC office. At the first council meeting each club will be provided a list of MICs we have on file. Any player not listed must turn in an MIC to the UREC office before actively participating in their first practice. On-campus clubs may give MICs to Sports Supervisors at practice and supervisors will have blank copies with them.

*Paperwork required for **ALL** club officers:*

- [Club Sports Officer Affidavit](#)
- [UREC 5 year Waiver](#)

*Paperwork required for Club Coaches:*

The following paperwork is required for club coaches, including those designated as student coaches. Student coaches are subject to both club member and coach policies. Temporarily injured players assisting with coaching do not need to fill out the coach paperwork.

- [Coach's Form](#)

*Paperwork required for events:*

- [Game contracts](#) for away teams, officials, and volunteers (on-campus event)
- [Competition form](#) (post-event)
- [Travel form](#) (3 days before event)
- Engage Event (3 days before event)
- [Reservation for on-campus or WHS home event](#) (2-3 weeks prior to event)

- Spectators at the SRC will sign in at the front desk and follow the instructions of the staff present to enter the facility. Spectators at the SRC will be capped at 30.

For events hosted on campus, away teams, volunteers, and officials will need to sign game contracts before warm ups. The Club Program Assistant will send the game contract to the hosting club president ahead of time, and the president will send the game contract to the away team's officials. Away teams printing the game contracts off and coming to the event with them signed will greatly expedite the start process for the event.

## **Facility Policies and Reservation**

### *Overview*

The Club Sports program does not have identified facilities or areas exclusive for the program's use. All on-campus facilities are shared among 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 Club Sports Reservation Form. Use of University or outside facilities are a privilege that all club teams must respect. Any misuse or mistreatment of facility/equipment/staff by one team member reflects poorly on the entire Club Sports Program and risks impacting facility usage for all club teams. It is imperative our club teams always strive to be good stewards of University resources and good partners to our outside entities. For guidance on facility policies in UREC spaces see the [SRC Facility Policies](#)

### *General Guidelines*

- Do NOT advertise for the event prior to the approval of the facility. The approval will come in the form of an email.
- Facility requests will only be accepted via the [online submission form](#).
- Only officers of the team may request to reserve a facility.
- Varsity, Watauga High school, and UREC facility requests must go through UREC (Do NOT contact Varsity Athletics or Watauga High School to reserve a facility).
- Failure to comply with any of the scheduling policies and procedures will jeopardize your privilege of utilizing these facilities for hosting events

### *State Farm Field Layout:*

The area enclosed with the wooden light poles is designated as the Club Sports Practice fields. The unlighted fields across the bridge are designated the Club Sports Game fields. Practice on the Club Sports Game fields is available by request on an as-needed basis. The fields enclosed with the metal light poles are the intramural fields. Club teams are not permitted to practice or



host games on the intramural fields and intramurals are not allowed to host events on either club fields. Clubs violating State Farm space policies will be given one written warning before on-campus practice privileges are revoked for 2 weeks. If a third violation occurs, on-campus practice privileges will be revoked for the remainder of the semester.

*Student Recreation Center:*

Spectator space is limited at the SRC and spectator numbers will be capped at 30. Club teams are expected to be good hosts and work with visiting teams to accommodate their guests when possible.

A pre-event meeting will occur 1-2 weeks out from the event with the club president, Assistant Director for Facilities and Operations, and Assistant Director for Sport Programs to ensure all parties know what to expect.

*Practice Reservations:*

On-campus reservations for practice do not require individual reservations. Practice reservations are submitted in bulk during the summer and include the times clubs practiced at the year before. To request a time or facility change or to request additional practice time for postseason play or a special occasion, email the Assistant Director for Sport Programs

*Event Reservations:*

To request a reservation of the facilities from UREC, University Athletics, or Watauga High School, please fill out the [Club Sports Reservation Form](#) and send a follow up email to the Assistant Director for Sport Programs. At their request, Club teams are not to contact Athletics, Watauga High School, or UREC facilities staff directly for reservations, they must go through the Club Sports office. For assistance reserving other outside facilities for practices or events, email the Assistant Director for Sports Programs.

*Disclaimer:*

Facility space is first come first serve and may have additional costs or parameters for facilities outside of UREC. For example, it is common for clubs to volunteer at Athletics events in exchange for Athletics event space. A club requesting Athletics space for an event should be prepared to offer assistance at athletics events. All facility reservations must be submitted at minimum 2 weeks in advance; however, the earlier the reservation request is sent the more likely there is to be available space. Before sending in a request, consult relevant athletics, academic, and other calendars to check for conflicts. All event reservations start time should be 30 minutes before the teams arrive so staff can prepare the facility. End time should be 30 minutes after the expected end of the last game. Please include any additional equipment you are requesting with the reservation form such as water jugs, scoreboards, etc. Email the Assistant Director for Sports

Programs with any updates to the reservation.

## **Disciplinary Regulation by the Club Sports 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 to any other governing board, campus board, and/or law enforcement.

The Council may consult appropriate University offices 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: 1<sup>st</sup> missed meeting, University Poster or Amplified Sound Policy violations, Campus Activities Policies violation ([see Campus Activities Policies](#)), failure to notify the Club Sports Office of a canceled practice, failure to add an event or practice to engage, failure to track attendance, failure to update the Club Sport Program Assistant when there is an officer or club constitution change, failure to follow facility policies (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 Sport Programs, Coordinator for Sport Programs and the Club Sport Program Assistants.
- The Club Sport Program Assistants and Assistant Director 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. All alternatives must be approved by the Associate Director of Programs.
- All discipline votes will be double blind on anonymous paper ballots.
- If the Council votes to approve a discipline measure, the Club Sports Program Manager/Assistants will provide the following information in writing to the Assistant Director for Sport Programs, the Coordinator for Sport Programs, the Associate Director of Programs and Club Hub for their records:

- 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 the decision

### Second Offense

If the minor offense in question is the second offense in an academic year, the previous steps will be followed, in addition to a mandatory meeting with the Assistant Director of Sport Programs and the Associate Director of Programs to discuss the direction of the club.

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

Disciplinary Actions available to the Club Sports Council for any minor infraction include but are not limited to:

- Denial of practice facility
- Denial of home game facility
- Removal of any or all University Recreation funding (removed in ¼ sections for minor infractions)
- 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 and the purpose of the Club Sports Program (i.e., unsportsmanlike conduct towards staff, officials, or opponents and disruptive or unlawful behavior on trips).
- Misusing club funds.
- Misuse or damage to university or partner facilities.
- Violation of partner entity policy (WHS, Club Hub, Athletics)
- Allowing unaffiliated individuals (those without active form of Appalachian State University ID and UREC membership) to participate in team activities (see Membership Eligibility Guidelines);
  - Coaches must have a coach's form on file to be considered affiliated without need of activated form of Appalachian State University ID
  - Any Club violation of the [University Alcohol, Hazing, and student conduct](#), or [UREC usage policies](#)
- Failure to turn in a Travel Form prior to event travel.
- Allowing a player to participate before turning in a (MIC) waiver to the Club Sports Program Assistants at the UREC office.

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

- A meeting with the Club Team Officers, the Assistant Director for Sport Programs, the Coordinator for Sport Programs, and the Associate Director of Programs will occur to discuss the incident.
- Input from appropriate administrators and staff members may be solicited when necessary.
- The Assistant Director for Sports Programs makes 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, a Subcommittee of the Council must draft and approve an acceptable disciplinary alternative, which must be approved by the Director of University Recreation.
- The Subcommittee will be formed with one representative from each current Club Sports Council committee, chosen by the Club Sports Program Assistant leading the committee. The Subcommittee will draft an alternate recommendation and present it to the Director of University Recreation within one week of the original vote. The Director and Subcommittee will both sign off on a final disciplinary action.
- The discipline notification process outlined in “Minor Infractions” will be implemented by the Club Sports Program Manager or Assistant.

In addition to those listed in “Minor Infractions,” the following Disciplinary Actions are 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 may 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 or Club Sports Policies will 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 the Club Sports Council will result in one of the following:
  - Full reinstatement;
  - Continual probationary status;
  - Suspension for a minimum of one academic year.
- Teams second petition to the 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 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:

- Potential Clubs must submit a proposal to the Assistant Director of Sport Programs for review for reapplication.
- Officers of the reapplying club must meet with the Club Sport Program Manager and the Assistant Director of Sport Programs to discuss the feasibility of returning to the Club Sports Program.
- All Clubs will be considered a “New Club” applicant.
- Reapplying Clubs must present a proposal to the Club Sports Council. This is done after all of the above is completed and the Club is added to the Council agenda.

### *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 Sport Programs stating the reasons for the appeal and any circumstances related to the situation that caused the violation.
- The Assistant Director for Sport Programs will call a meeting with the Club Sports Program Manager, the Coordinator for Sport Programs, the Graduate Assistant for Sport Programs, the Associate Director of Programs, and the Director of University Recreation. They will review the proposal and will vote to do the following:
  - Uphold the original decision
  - Modify any penalties assessed
  - Repeal all or any combination of the penalties assessed
  - Table the penalties pending further review or investigation

The Assistant Director of Sport Programs will abstain from voting. A 4/5th majority is required to change a Council decision.

### *UREC Disciplinary Process*

- Use of University Recreation facilities is a privilege. Anyone who violates policies, engages in verbal and/or physical abuse to employees or participants, engages in criminal activity, or displays disorderly conduct or inappropriate behavior is subject to:
  - Immediate removal
  - Suspension of membership
  - Administrative referral to the Office of Student Conduct or other entities on campus
  - Criminal action

## *Fines*

In the event that club teams do not adhere to University, UREC, or other relevant governing body's regulations a team may be fined from their next Allocation. Teams who are fined will have the amount withheld from their next allocation, that money will be distributed to the teams in good standing within the allocation tier of the fined club. All fines will be calculated from the 2nd allocation regardless of the allocation they are withheld from to ensure consistency. A standard first fine is 25% of the next allocation. Fines higher than 25% need to be voted upon by the club sports council. Criteria for fines include, but are not limited to, the following

- Failure to update financial documents (receipts, Fundraising, and expense trackers) by the required deadline
- Disciplinary action regarding a major or minor infraction, or other council vote
- A 2nd missed council or monthly meeting
- A 2nd late travel form
- A second late or missing competition form
- A 3rd cancelled On campus practice without notice
- Failure to update bank information with new officers
- Violation of partner policy
- Misuse or mistreatment of facility or staff

## **Club Sports Team Requirements**

See [minimum requirements for 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.
- At least 2 Officers must attend the Officer training during the first Wednesday of classes from 5pm-7pm in the SRC.
- All incoming and outgoing Officers must schedule and attend a transition meeting with their Club Sports Program Assistant after team elections are held in the spring.
- Monthly Meetings with Program Assistants to review documentation (financial etc.)

## *Documents*

Each team must file the following documents with University Recreation:

- A typewritten and electronic PDF 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 on Engage
- Coaches contract/agreement (if applicable)
- Any other documents deemed necessary by the Club Sports program
- For leagues requiring roster verification by the App State Registrar: A completed form from the conference/association with each player's legal name, banner ID number, and wet ink signature must be turned into the Assistant Director of Sports Programs at minimum six (6) business days prior to the due date. All players must sign for themselves

#### *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 10 competitive participants on the roster at all times. To be considered a participant, they must have all of their 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, alumni, and full-time faculty/staff of Appalachian State University, with a UREC membership, are allowed to participate on Club Sports Teams. Individual club team and league constitutions may have different eligibility for non-students.
- Online students without a UREC membership will need to have a valid UREC waiver and MIC
- 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.

- All team members must complete the following before they are eligible to participate in team practices or competitions:
  - Fill out and submit a MIC Form to the Club Sports Office
  - Join the team's Engage Portal
  - Update any information on the MIC 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.

### *Campus Activities Requirements*

- Attend Club Expo on 8/17/2025, register on engage
- One officer Attend Club Core either 8/26/2025 or 8/27/2025 in Plemmons Student Union room 420 at 5pm
- One officer Attend Town hall either 1/27/2026 or 1/28/2026 in Plemmons Student Union room 420 at 5pm
- Attend Winter Expo 1/21/2026, 11am-2pm, Plemmons Student Union 1st and 2nd floor
- Active full time App State employee marked as advisor on Engage
- Complete Renewal on engage by reading day each Spring semester, must be done by a President or Vice President
- Check [here](#) for additional Campus Activities Policies

### *Starting a new Club Sport*

- For more information on starting a new club sport team please see ["How To Start a Club Sport"](#)

### *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

Club Sport athletes may compete in their counterpart intramural sport in a limited capacity. Sports with 5 or less players on the field/court at a time may have one counterpart club sport member and sports with 6 or more players may have 2 members on their roster. Example: a 6v6 friendly intramural team may have 2 club volleyball players while a 5v5 intramural basketball team may have one club basketball player. Elite leagues do not have club roster restrictions.

### **Team Members' 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
- Election 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
- Fundraising

### *Constitution*

Every student organization is required to have a constitution to govern its members and guide decisions. Teams should use the [Constitution guide](#) for help writing their constitution. Some important details regarding constitutions are as follows

- Constitutions must be updated and uploaded to engage during renewal at least every other year
- Students may not include make skill-based cuts in their constitution
- A constitution should outline the roles and responsibilities of all members, required and additional officers, coaches, officials, and volunteers
- A constitution should include an election procedure for officers that allows all members in good standing to vote
- A removal and discipline procedure for officers and team members not in good standing should be included
- Supremacy Clause: Include a clause stating that neither the organization nor its members will violate University policies (Code of Student Conduct, University Recreation Policies, Club Sports Council Policies, and Campus Activities Guidelines), State, and Federal laws and policies.

### *Officers*

Since the Club Sports Teams are self-administered, each team's officers are vital to their team's success. The range and effectiveness of the Club Sports Teams depends upon these individuals. Teams may use the [Constitution guide](#) for help writing their constitution.

Things to remember for each team:

- Constitutions must be updated every two (2) years.
- All Officers for each Club Sports Team must be elected and the Club Sport Office notified by the first Council meeting in April for the upcoming academic year.
- Team Officers must ensure that all players have filled out and submitted their MIC form, both online and hard copy, as well as registered on the team's Engage portal.
- Team Officers must complete the following forms annually:
  - Club Registration Form (online via Engage Portal)
  - Officer's Affidavit
  - Direct Deposit Form
- Team Officers must complete the following forms each semester at minimum:
  - Team Roster
  - Master Schedule
  - Semester Reports
  - Budget Points Checklist
- Team Officers must complete the following trainings each year:
  - Fall officer training on the first Wednesday of classes at 5pm. Two officers required.

- Spring officer training on the first Wednesday of classes in the spring semester at 5pm. Two officers required.
- Transition training in April scheduled by the individual club team with a Club Sport Program Assistant or the Coordinator and Assistant Director of Sport Programs. All incoming and outgoing officers must attend.
- Any other training deemed necessary.

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 Officer positions, such as social media chair, may be included in a Club's constitution. All officers for each Club Sports Team must serve their term on campus. No officer can hold their position while studying abroad and all officers must be a current student in good standing with Appalachian State University and UREC.

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 their respective team is complying with rules and regulations of Appalachian State University and UREC.
- 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.
- Communicate with UREC professional staff.

#### 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 their term.
- Be the liaison between the team and other schools when scheduling competitions.
- Schedule facilities for team practices and competitions.

### Treasurer

- Maintain accurate financial records for the team via team's Google Drive.
- Order any equipment, pay for tournaments, etc.
- Receive, record, and provide receipts for dues from team members.
- Keep the team updated with financial activity.
- Meet with an officer of the Club Sport Program Assistants 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 handling and submission of required forms and paperwork.
- Track team attendance for practices and events

### 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 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. Their 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.
- 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
- 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 [Coach's Contract/Agreement](#) with the UREC office. A copy needs to be kept on file at the Club Sports Office.
- The Coach must limit their 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 UREC or the Club Sports Council.
- Coaches are expected to uphold the policies outlined in the Club Sports handbook.
- Coaches will attend a meeting with a Sports Programs professional staff member no more than 3 weeks after their start date.

## **Team Management Guidelines**

### *Equipment*

- Individual teams are required to provide their own equipment, except in the case of UREC owned Sport Equipment such as goals.
- Clubs must arrange for storage for their own equipment.
- Teams wishing to request to borrow additional UREC equipment must do so at the time of the event. Request via the [Club Sports Reservation Form](#).

### *Hosting*

- Spectators are permitted to attend team-related activities but do not have facility use privileges. All spectators and visiting teams must present a 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 University Recreation prior to the event. At least 25% of proceeds must go back to the club
- Glass bottles and containers are prohibited at ALL UREC facilities. This includes indoor and outdoor areas.
- Visiting teams or competitors may be permitted use of locker facilities under the jurisdiction of UREC during the period of competition with a recognized

Appalachian State University Club Sports Team.

- All participants, spectators, staff, etc. must uphold and follow all University Recreation facility policies and procedures at all times.

### *Travel*

- A completed Travel Form request must be turned into the Assistant Director for Sport Programs 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 Sport Programs 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.
- A travel form must be submitted for any off-campus practice or event
- 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.
- Late Travel Form penalties are as follows:
  - First Offense: Written warning from the Club Sport Program Assistants
  - Second Offense: Minor infraction with the council, one quarter fine of next allocation
  - Third Offense: Major infraction with the council

### *Other*

- Teams are responsible for all travel costs.
- Teams must comply with all [University policies while traveling](#).
- Teams must seek approval from personal vehicle owners 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. 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 Sport Programs 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 Sport Program Assistants.
- Second Offense: Minor infraction with the council, one quarter fine of next allocation.
- Third+ Offense: Major infraction with the council.

## **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 campus, are subject to disciplinary actions by the Club Sports Council and other relevant university offices 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.studentconduct.appstate.edu](http://www.studentconduct.appstate.edu).

### *Alcohol Policy*

No alcohol is permitted at any on-campus club sports game without written university approval. For information on holding a special event on-campus where alcohol is permitted, consult the [Alcohol at University Events Policies](#).

### *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 [Hazing](#) section in the Appalachian State University Policy Manual

### *General Guidelines*

UREC strives to provide an awareness of the inherent risks involved in each activity. Often these elements of danger are beyond the control of the UREC. 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 they can participate.

- Club Sports Teams are expected to abide by all local, state, and national health and safety regulations.
- All accidents/injuries, no matter how small, must be reported. The following forms must be completed and submitted immediately following the event:
  - On-Campus reporting: An Accident/Injury Report Form with the Supervisor on duty.
  - 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 Red Cross Adult and Pediatric first aid, CPR, and AED

## **Other Policies and 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, 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. 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 ensure 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 on Engage.

### *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. Reach out to a Club Sports Program Assistant for questions.
- 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 mailbox 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 individual mailboxes.
- Teams may utilize UREC for the recipient location of the team's orders of equipment such as uniforms, competition/practice equipment, etc.
  - 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**

### *Communications*

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 Engage page with current, basic information including contact for officers, practice schedule, competition schedule, and team policies & procedures. Practices must be added to Engage by the Friday after the first day of classes.

Fliers can be created with the help of UREC. Please schedule a time to meet with the Assistant Director for Sport Programs at least 3 weeks in advance of the time that you need the fliers. After a discussion of needs, the Assistant Director will submit a marketing request to the Coordinator for Communications and Engagement for the creation of materials. Each Club is responsible for the distribution of their fliers. Remember to remove your fliers from campus once your event is over.

#### *UREC Bulletin Board* (Student Recreation Center, Mt. Mitchell, & Quinn)

The Club Sports Program provides bulletin boards with space for teams to post fliers, schedules, contact information, etc. Club Teams may use this bulletin board, but we ask that you submit flyers for approval and include an end date on the flier. [See bulletin board guidelines](#), also listed on the bulletin boards.

#### *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. Club Sports Social media will be monitored by UREC staff, please ensure content is not unbecoming to App State.

Feel free to tag the UREC account for potential reposting in appropriate content. Instagram/Facebook: @appstateurec

#### *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. Your organization needs to practice sound fiscal policies that reflect the integrity of your leadership. Teams must track all expenses and receipts in their club google drive folder. Teams must provide confirmation from their bank of two updated signers/key executives for the teams bank account for the upcoming academic year at the club's transition training each year. Failure to properly track financial information will result in the following:

First Offense: Written warning from the Club Sport Program Assistants

Second Offense: Minor infraction with the council, one quarter fine of next allocation

Third+ Offense: Major infraction with the council

## **University Policies**

- All Clubs and Organizations must have a checking account with a banking institution. The account should be filed with your club team's EIN, not an individual SSN.
- All Clubs and Organizations must have their own EIN and W-9 on file.
- All Clubs must upload copies of bank statements to their google drive.
- 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 or direct transfer; those requiring cash payments must show verified receipts on file as proof of payment.
- Electronic money transfers that must go through an individual's account are not allowed.
- Account activity must be accurately recorded and justified through zeroed, itemized receipts and any other proof.
- Teams must follow the allocation procedures outlined in their constitutions for the dispersal of their funds.

All financial documents should be checked for accuracy yearly with your club sports program assistant in your first monthly meeting.

### *Funding Allocation: Tiers and Budget Points*

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. Allocation amount is determined by tier. The tiers are White, Black, and Gold tier with Gold receiving the highest funding. New clubs start in the development tier and do not receive funding. The tier each club is in is determined by the tier requirements, and the club's budget point status. Budget points are a system for tracking compliance with the university and serves as a checklist for what clubs need to do. The dollar amount per club in each tier is determined by the

percentage of allocation each tier receives and the amount of clubs in that tier. At the beginning of each fall a vote on the tier percentages will take place at Officer Training, finalizing the year's allocation format. See [Tiers/Budget Points Document](#) for more information regarding the allocation system.

### *Google Drive Information*

Each club team will be given a google drive through UREC for record keeping. It is very important to ensure records are kept up to date on the UREC google drive. The Club Sports Program Assistant will go over the google drive with officers at their first monthly meeting. Deadlines before each allocation will be set to ensure accurate tracking of financial data.

Penalties for not updating the drive are as follows:

First Offense: Written warning from the Club Sport Program Assistants.

Second Offense: Minor infraction with the council, one quarter fine of next allocation.

Third+ Offense: Major infraction with the council.

### **Google Drive Tracking documents:**

#### *Funds Raised*

- Receipts PDF uploaded to receipt folder (even for dues), receipt required for every purchase. Save the PDF with the name of the person/vendor the money was received from.
- Copy of paid Invoices uploaded to the receipt folder.

#### *Expenses*

- All expenses are tracked in the Expenses tracking spreadsheet.
- All receipts PDF uploaded to receipt folder, receipt is required for each expense. Save the PDF with the name of the vendor purchased from..

#### *Members*

- All members must fill out and turn in a hard copy MIC before participating. Club Sports Program Assistants will update the MIC tracker spreadsheet and add members to engage. Officers are expected to check MIC tracker for their current players before their first practice to ensure their MIC is still valid and documented. New members may fill out the MIC before their first practice.
- Teams with a separate competition roster should upload a competition roster for each of their competitive teams to the google drive

#### *Attendance*

- The Secretary will be responsible for updating the Attendance Tracker in the UREC google drive with a headcount attendance at practice and first and last names of the game day roster for competitions.

### *Club Sports Council*

- Attendance sheet updated by Program Assistant.

### *Club Specific Documents*

- Important club team documents such as W9, EIN, medic invoices, league correspondence, etc. should be uploaded to the google drive.

## **Appendix**

*Active Club Sports Status:* Acting under and complying with all requirements in the Gold, Black, White, Developmental, or Probationary tier.

*Allocation Year or Fiscal Year:* August 1 through July 31 and 3 allocation checks. Checks will be given in the amount of 1/2, 1/4, 1/4 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.

*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, Field Hockey
  - Meet: Swim
  - Match: Tennis
  - Competition: Climbing, Cheer
  - Race: Alpine Ski, Snowboard, Cycling, Track, and Cross Country & track
  - Series: Baseball, Softball
  - 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 2<sup>nd</sup> Council Meeting in Fall or by first practice (winter sports)
- Spring: Due by 2<sup>nd</sup> Council Meeting in Spring

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

*Elections:* The process through which new officers are selected, criteria for election should be outlined in each Club's constitution. Elections must take place and be finalized by the first Council meeting in April for the upcoming academic year.

*Medical Informed Consent (MIC):* A hard-copy waiver, allows access as a member of the team's Engage page. Players can not participate without an MIC.

*Members:* Players who have met the membership requirements of Club Sports and their individual Club Team.

Officers: Members of the club who are elected to a leadership position with administrative responsibility for their club.

Team: A group of athletes representing an area or school that pays an entry fee. “A” and “B” teams need to pay a 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 3 teams including the hosting team(s).
- Individual Sport Tournament
  - Participation of a minimum of 3 school teams