

Club Sports Handbook



**TEXAS A&M UNIVERSITY
GALVESTON CAMPUS.**

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Introduction

Program Overview

Campus Recreation

The mission of the Department of Campus Recreation is to offer inclusive programs that promote a healthy and physically active lifestyle with the purpose of providing opportunities for students to develop socially and foster growth in marketable skills with a commitment to learning for a lifetime.

Club Sports

The Club Sports Program at Texas A&M University at Galveston offers the opportunity for students to compete as non-varsity athletes in various forms of intercollegiate competition while assisting in the development of the well-rounded student leader. Students are directly responsible for all aspects of operating and managing a successful competitive sports organization.

The Club Sports Program consists of the following recognized Clubs:

- Aggie Crew
- Men's Soccer
- Men's Volleyball
- Sailing
- Sea Aggie Barbell Crew
- TAMUG Lacrosse
- Triathlon
- Women's Soccer
- Women's Volleyball

Student Activities

Texas A&M University at Galveston offers student organizations to help you succeed as students and support your growth and development. Student organization involvement will give you the opportunity to create meaningful relationships with fellow students, faculty, and staff and to make an impact on the TAMUG community. Whether you are looking to expand a recreational hobby or increase your networking skills and professional experiences, there are student organizations to meet your needs. The leadership skills you gain through student organization involvement will follow you past graduation into your career and civic involvement.

Staff Directory

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Recognition

Student Organizations

All organizations that are members of the Club Sports Program must be recognized through the Office of Student Activities. For instructions on starting a club or organization, visit the [Student Organizations](#) page for more information. All clubs must annually apply for recognition through the Office of Student Activities. This is done through [Wheelhouse](#). The recognition requirements for all student organizations are as follows:

1. The eligibility of all officers will be verified prior to each semester. According to University Student Rule 41.2, officers must be currently enrolled students at least half time at Texas A&M University at Galveston and must have a semester and cumulative GPR of 2.0 for the semester prior to election, the semester elected, and all semesters while in office. Officers must be in good standing with the university.
2. Each semester, an Officer Form must be fully completed on Wheelhouse, with contact information for all officers and the approval of the advisor. The advisor approval signifies his/her willingness to serve as the organization's advisor for that semester.
3. According to Texas House Bill 2639, annual training is required of all students serving in leadership roles in student organizations recognized by the university. Training will be conducted in both the fall and spring semester. Officers must attend the training that is given earliest in their term as an officer. Any officer unable to attend the required training will be asked to resign from their position.

Club Sports

All clubs will have to meet and maintain the following criteria to become/remain a club sport, and be eligible to receive funding from Campus Recreation:

- Must be recognized through Student Activities
- Must have regularly scheduled practices and meetings
- Must participate in at least 2 intercollegiate competitions per academic year
- Compete under the Texas A&M University at Galveston name in intercollegiate competitions
- Club must maintain the minimum number of members required to compete in their respected sport
- All competing members must be in good standing with Texas A&M University at Galveston.
- Must participate in 1 campus affiliated event annually out of: Fall Fest, Spring Fest, Big Event, Small Event
- Must participate in Campus Collaboration event in each semester

For a student organization to become a member of the Club Sports Program the organization must apply to the Club Sports Advisory Board. This is because of the limited resources available to be provided by the Club Sports Program. The process will consist of an application with a presentation to the Club Sports Advisory Board. If a club is accepted into the Club Sports Program, the club will be eligible for funding from the

next Club Sports Allocation after acceptance into the Program. Applications will be open in March for accepted clubs to be eligible for presentations in April of that same year.

Club Sports Advisory Board

The Purpose of the Club Sports Advisory Board is to assist the Intramural and Club Sports Coordinator in the administration and direction of the Club Sports Program. The positions on the board afford student members the opportunity to lead their peers through the mission of the Club Sports Program, Campus Recreation Department, and Texas A&M University Galveston Campus as a whole. The board will consist of three members of the Club Sports Program.

The main duties of the Club Sports Advisory Board are:

- Serve as the student-led governing body of the Club Sports Program
- Serve as judicial board for the administration of penalties committed by organizations within the Club Sports Program
- Listen and rate funding presentations by clubs to be funded from the club sports allocation
- Reviews and renders decisions on maintaining membership or accepting new memberships of organizations into the Club Sports Program
- Conduct annual review of the Club Sports Handbook to assist in the addition and maintenance of its contents
- Help develop Leadership's for Club Sports Program
- Meet with Intramural and Club Sports Coordinator monthly
- Maintain point totals throughout the year for all sport club's
- Select Club Sport of the Month each month

There will be three available positions each academic year. Applications will be available the week of Spring Break on the Club Sports Resources page. These will be due by the last Friday of March. The membership will vote on the candidates for the advisory board with each club getting one vote to submit their top 3 out of all applicants.

Each year at least three clubs will be required to put one member forward to apply for the advisory board. This is to share the burden and discourage a trend of the board consisting of the same few clubs. The yearly obligations are as follows:

Awards

At the end of each academic year, the Division of Student Affairs host student leaders from many different areas for a leadership banquet. There are awards available to all student organizations including Club Sports. The awards that Club Sports would have an opportunity to win are as follows:

- Most Improved Organization
- Club Sport of the Year
- Outstanding Organization of the Year
- Lifelong Learning Award
- Innovative Organization Fundraiser
- Outstanding Officer of the Year
- Emerging Student Leader
- Mentorship Award
- Selfless Service Award
- External Fundraiser Award
- Campus Community Builder Award

Eligibility, Membership, and Discipline

Eligibility

Club Sports

Each Club Sport is allowed to decide their own method of selecting their membership. Members of a Club Sport must meet other criteria to be eligible as well:

- Registered **undergraduate or graduate** student at Texas A&M University at Galveston and **enrolled** at least **half-time**. (6 hours for undergraduate and 4 hours for graduate).
- Each member of a club must have an online Club Sports waiver filled out before they can participate in **any** Club Sports activity. A direct link can be found on the Club Sports page: <https://www.tamug.edu/campusrec/Club-Sports.html>
- A Texas A&M (College Station) student may participate in a club sport at the Galveston Campus as long as the sport is not offered at the college station campus in any capacity.
- A Texas A&M Galveston student may participate in a sport club on the College Station Campus if that Club Sport is not offered at the A&M Galveston campus. The Intramural and Club Sports Coordinator must be notified of this situation. These

students **MUST** abide by the same procedures, grade and credit hour rules, and conduct policies as College Station students.

- **Faculty & Staff** who possess a membership to the P.E. Facility are eligible to participate in club activities. However, the participant is subject to club dues at the club's discretion and is not allowed to represent Texas A&M Galveston on behalf of a club in competition.
- **Minors** who are Texas A&M Galveston students are allowed to participate in club sports activities provided they have submitted a waiver with their parent/guardian's signature.

Insurance and Health Services

Texas A&M University at Galveston does not ensure students who are injured during participation in any club sport related activity. Texas A&M University at Galveston has a unique partnership with UTMB in the absence of a student health center on campus. For those who wish to enroll in an insurance plan, if they are not already, a student health plan is offered through Blue Cross Blue Shield of Texas. Information regarding the insurance plan can be found here: <http://tamug.myahpcare.com/>.

For students who require a doctor visit to a clinic can visit the UTMB Family Medicine Primary Care Pavilion located at 400 Harborside Dr., Galveston, TX 77550. The clinic is by appointment only, and appointments can be made by phone Monday-Friday 8am-5pm at (409) 772-2166.

- Students must take their student ID and insurance information (if applicable)
- Be prepared to inform the clinic staff that you are a TAMUG student
- **The Emergency Room is not included, use at your own discretion**

More specific information regarding to the coverage of the health services offered to students by UTMB can be found at the office of Counseling and Career Services, as they serve as the liaison between TAMUG and UTMB for student health services.

Intramural Sports

Each Club Sport member is allowed to participate in Intramural Sports. Intramural Sports are sport leagues that are catered to the general student body. To prevent teams from stacking their roster with athletes who possess demonstrated skill, there are restrictions to which types of players can consist of a team make-up.

Each participant that is a member of a club sport, **and has represented the team in intercollegiate competition**, is considered a restricted athlete. An athlete is only restricted to their associated sport within their club participation. Intramural teams are not allowed to have more than a certain number of restricted athletes on a team. This number

is no more than 50% of the standard required for full participation in a sport. Restricted sports based on current Club Sports offerings are as follows:

- Men's and Women's Club Volleyball
 - Indoor Volleyball 6v6
 - Limit of 3 club players per intramural team
 - Sand Volleyball 4v4 and 2v2
 - Limit of 2 or 1 club players per intramural team
- Men's and Women's Club Soccer
 - Outdoor Soccer 9v9
 - Limit of 5 club players per team
 - Indoor Soccer 6v6
 - Limit of 3 club players per team

Restrictions are in place for the duration of the academic year in which the athlete is a member of the club sport. Academic years begin with the first day of classes of the Fall semester and conclude the day before the first day of fall classes for the succeeding school year.

Coaches

Clubs are allowed to seek out the services of individuals, regardless of affiliation to the university, to be their club coaches. Any compensation offered to the coach is between the coach and the club. If any contracts are established to document the compensation for a coach, the Department of Campus Recreation will review each contract prior to its implementation.

The Coach Info Packet is available online through the [Club Sports Page](#). The Coach Info Packet will need to be filled out by each coach prior to the coach beginning their instruction for each club. Once the packet is returned completed to the Department of Campus Recreation, a background check will be requested. Once the background check is cleared, the coach is allowed to begin instructing the team.

First Aid Certifications are available at no charge to the coach or the organization. These are offered through the Department of Campus Recreation. Contact the Intramural and Club Sports Coordinator if the club desires to offer their coach an opportunity to be certified.

Conduct

Expectations

All members of the Club Sports program will be held to the following expectations:

- Adhere to all rules and policies established by Texas A&M University at Galveston, Division of Student Affairs, Department of Campus Recreation, and the Department of Student Activities.
- Be in good standing with the University.
- Be respectful of Campus Recreation Staff, fellow Club Sports Participants, Opponents, Visitors, and Officials.
- Represent Texas A&M University at Galveston in a professional manner and with good sportsmanship during all Club Sports games, contests, activities, and events.

Alcohol

Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by university regulations), is prohibited on Texas A&M University at Galveston premises and University sponsored events.

For all alcohol related policies, [click here](#). The paraphrased rules are:

No alcohol is allowed on campus. Student Organizations may not use university funds to purchase alcohol, or purchase alcohol for an event, meeting, etc. under the name of the organization. All recruitment activities must be alcohol free. Organizations aren't allowed to do profit shares at establishments that receive over 50% of their sales from alcohol.

Alcohol is prohibited at any club activity, home or away. You are representing Texas A&M University at Galveston. This includes any team meals during travel.

For events where alcohol is collaterally present (i.e. certain profit shares):

- The recognized student organization or organizations must establish active precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age or to persons who appear to be intoxicated.
- Non-alcoholic beverages and non-salty food must be available at the same place as the alcoholic beverages. Food and non-alcoholic beverages must be featured as prominently as the alcoholic beverages.

Discipline

All Clubs are expected to follow the rules set forth by Texas A&M University at Galveston, the Department of Student Activities, and the Department of Campus Recreation. Any violation of University Student Rules will follow the appropriate reporting and disciplinary process associated with the violation. Additional disciplinary actions can be enforced by any of the governing bodies listed above.

Disciplinary actions may include, but are not limited to:

- Probation
- Fines Levied
- Frozen Funds
- Loss of Funding
- Suspension of utilizing rental vehicles
- Loss of Facility Reservations
- Limited Practices
- Loss of travel privileges
- Cancellation of games/matches/tournaments
- Loss of equipment usage
- Forfeiture of recognition status through Texas A&M University at Galveston
- Sanctions on individual club members
- University disciplinary actions (which can include dismissal from Texas A&M University at Galveston)

MINOR INFRACTIONS

All violations will be evaluated by the Club Sports Advisory Board. The penalty for any club receiving any Minor infraction will result in the loss of 5 points from the discipline category from the Core Values Point System. **3 Minor violations accrued in an academic year will result in a major infraction being levied against the organization.**

- 1st Infraction: The associated points will be deducted from the organizations point values immediately. Notice will be given via email.
- 2nd Infraction: The associated points will be deducted from the organizations point values immediately. Notice will be given upon meeting with the Advisory Board Liaison and the Intramural and Club Sports Coordinator.
- 3rd Infraction: The associated points will be deducted from the organizations point values immediately **AND** the club is suspended from all club activity until a review process conducted by the Intramural and Club Sports Coordinator and the Club Sports Advisory Board has concluded.

- All disciplinary decisions regarding minor infractions may be appealed to the Director of Campus Recreation.
- All disciplinary actions can potentially consist of additional sanctions.
- The third infraction is the only minor infraction that is **guaranteed** to have additional sanctions.

Minor Infractions include, but are not limited to:

- Failure to attend any Club Sports Program Meetings included arriving late or leaving early without prior notification.
- Late event submission or finalizing travel for an event late (but still before the event).
- Submitting any paperwork late (Risk Management, Receipts, Purchase Requests, Reimbursements, etc.)

Procedure involving minor infractions:

1. A determination of which infraction has occurred will be made by the Club Sports Advisory Board in conjunction with the Intramural and Club Sports Coordinator.
2. The club will be notified via email of the infraction(s) and associated consequence levied in the case of a first infraction. For second and third infractions, the email will consist of available meeting times to discuss the infraction(s) with the Intramural and Club Sports Coordinator and the Advisory Board.
3. Late Trip Requests may result in a club's inability to travel. Written notice via email will be sent prior to the scheduled departure date and time if a club is going to be restricted from travelling.
4. Clubs may appeal to the Director of Campus Recreation.

MAJOR INFRACTIONS

All violations will be evaluated by the Club Sports Advisory Board. The penalty for any club receiving any Major infraction will result in the loss of 10 points from the discipline category from the Core Values Point System.

- 1st Infraction: The associated points will be deducted from the organizations point values immediately. The club is suspended from all club activity AND funds are frozen until a review process has concluded.
- 2nd Infraction: The associated points will be deducted from the organizations point values immediately. The club is suspended from all club activity AND funds are frozen until a review process has concluded.

- 3rd Infraction: The associated points will be deducted from the organizations point values immediately. The club is suspended from all club activity AND funds are frozen until a review process conducted by the Student Conduct Board with a decision rendered.

Major Infractions include, but are not limited to:

- Failure to deposit funds into Organizational account or possession of other external accounts
- Any unapproved situations with alcohol present
- Hazing
- Misuse of University funds/credit cards
- Failure to represent Texas A&M Galveston in a positive manner
- Ineligible drivers operate vehicles on a trip
- Any damages to property or lodging, home or away
- Participation in any club events without properly approved event submission, home or away

Procedure involving major infractions:

1. A determination of which infraction has occurred will be made by the Club Sports Advisory Board in conjunction with the Intramural and Club Sports Coordinator.
2. The club will be notified via email of the infractions and that a review process has begun.
3. Campus Recreation will schedule a meeting with the club to discuss the infractions. This is when the club will have an opportunity to present their side.
4. After the meeting, one of the following courses of actions will occur:
 - Campus Recreation will address the infraction(s) and apply the appropriate sanctions.
 - i. Clubs may appeal to the Director of Student Activities
 - Campus Recreation in conjunction with Student Activities will address the infractions and apply the appropriate sanctions.
 - i. Clubs may appeal to the Assistant Vice President for Student Affairs
 - The case and evidence will be sent to the Assistant Director for Responsible Citizenship for determination by a student conduct board.

- i. Refer to Student Conduct Proceedings.
5. Once decisions have been rendered, clubs will be notified via email, of the decision.

Finances

Types of Accounts

Allocation

The Department of Campus Recreation designates funds that are allocated to Club Sports annually by the Club Sports Advisory Board. The allocations are based on the assessment of annual club activities and completion of various requirements dictated by their membership in the Club Sports Program. These funds **do not** carry over from year-to-year. They are only available from September 1st to June 1st. These funds are intended to offset at least some of the cost incurred from a Club Sport joining their respective league or governing body to compete. Equipment, uniforms, etc. purchased with allocation money are property of Texas A&M University at Galveston. **These are Tax Exempt.**

Organizational

Each Student Organization at Texas A&M Galveston has an on-campus account tracked through Wheelhouse. Funds that are self-generated or donated to the club must be deposited into this account. These funds **do** carry over year-to-year. Generally, these are the funds used for fundraisers, purchase uniforms, etc. It is recommended that you use your allocation account prior to using your organizational account to prevent you forfeiting allocation funds at the end of the fiscal year. **These are NOT Tax Exempt**

Club Sports Allocation

Timing

Funding Proposals and meetings will occur during the month of April to establish funding for the following school year. It will also be at this time that new student officers will be elected and appointed to ease the transition of organizational leadership from year to year.

Sea Aggie Points

The Club Sports Core Values Program is a point-based system that is used to determine a club's performance during an academic year as a well-rounded organization in accordance with the Aggie Core Values. The highest possible total of points accrued throughout the year is 109 points. The following categories are associated as follows:

- Respect
 - Campus Events and Organizational Collaboration
- Excellence
 - Fundraising
 - Awards
- Leadership
 - Required Meetings
 - Required Obligations
 - Organizational Positions
 - Leadershops
 - Sports Psychology Meetings
- Loyalty
 - Recruitment and Retention Events
- Integrity
 - Discipline
- Selfless Service
 - Community Service

Important Note: SGA Funding

Student Organizations that are funded by the Student Government Association (SGA) are the only eligible organizations for reimbursements from SGA for Spring Fest and Fall Fest. Club Sports have their own listed requirements for funding and are not eligible for reimbursements from SGA.

Purchase Requests Through Wheelhouse

Purchase Request

To complete any type of transaction in which money will be leaving the club account, a purchase request must be submitted. This must be done through Wheelhouse. Generally, only a club's president and treasurer have access to the finance tab through their club page on Wheelhouse.

To ensure the fastest time in processing your purchase request, please submit the titles of your requests in the following format. This will make it easier to track and process.

- Departmental Credit Card (Blue)
 - Pro Card "Event Name"
- Travel Card (Dark Gray)
 - Travel Card "Event Name"

- Invoice or Purchase Order
 - Invoice “Event Name”
- Reimbursement
 - Reimbursement “Person’s Full Name” “Event Name”

Types of Payment

Department Credit Card

Professional Staff have access to department credit cards (blue cards). Clubs may check out a department credit card from the Campus Recreation Business Coordinator or the Intramural and Club Sports Coordinator. **All Receipts must be itemized.**

Lead Time: Fairly quick, instant to a few hours

- Must be returned the same day following the purchase. Extended arrangements may be made but must be discussed and agreed to beforehand.
- A card can be issued once a Purchase Request is in Wheelhouse and the Intramural and Club Sports Coordinator has changed the stage to Student Activities Department Approval.
- Clubs must have enough funds in their account prior to the purchase.
- All purchases made with this card **using allocation money, must be tax free.** The Campus Recreation Professional Staff will have tax exempt forms. For online purchases, vendors may accept digital copies.
 - Check with professional staff, as some vendors such as Amazon, have tax free accounts already established with Texas A&M Galveston.

Clubs utilizing department credit cards must submit all receipts/statements/invoices **NO LATER THAN 1 WEEK** from the conclusion of the event/purchase. It is preferred if they are submitted sooner. Failure to do so will result in a minor violation.

Travel Card

To utilize **allocation money** while travelling, clubs can have a Travel Card issued. This should cover hotels, gas, team dinner, etc. **All Receipts must be itemized.**

Lead Time: At least 2 weeks ahead of trip

- A Purchase Request must be in Wheelhouse and the advisor must change the stage to Student Activities Department Approval before a card can be reserved.
- Name, UIN, email, and phone number of the person picking up the card, and when they are available to pick up the card typed into the description on Wheelhouse.
- **Contact the Business Coordinator upon submission of a request for a Travel Card to ensure reservation**

- Clubs must have the funds in their organizational account before requesting the card.
- Clubs utilizing Travel Cards must submit all receipts/statements/invoices **NO LATER THAN 1 WEEK** from the conclusion of the event/purchase. It is preferred if they are submitted sooner. Failure to do so will result in a minor violation.

Checks

Some businesses will require checks and cannot be paid via credit card. **This is how Ref Fees that are not coordinated by a governing body will be paid.** These steps should be followed for these purchases. This is a slower method, please use credit card when available. **All Receipts must be itemized.**

Lead Time: At least 2 weeks ahead of trip, ideally 3-4 weeks prior

- Prior approval through Wheelhouse where the purchase request must be in the stage ‘Student Activities Department Approval’.
- Before a check can be cut, the party receiving payment must be registered as a vendor with the University, which requires a W-9 form. A W-9 form can be obtained from the Business Coordinator, if needed.
- For a check to be cut, justification must be submitted for the purchase. For example, a tournament program stating the “registration fee with checks payable to:” will work.
- Submit the invoice or statement requiring the purchase to the Business Coordinator for payment.

Invoiced Payments or Purchase Orders

Some purchases cannot be paid for at the time of the order. These steps should be followed for these purchases. This is a slower method, please use credit card when available. **All Receipts must be itemized.**

Lead Time: At least 2 weeks ahead of trip, ideally 3-4 weeks prior

- Prior approval through Wheelhouse where the purchase request must be in the stage ‘Student Activities Department Approval’. **Approval must still be given prior to the purchase.**
- Once the items are received, verify the contents on the invoice.
- Submit the invoice or statement requiring the purchase to the Business Coordinator for payment.

Reimbursements

Reimbursements can only be made to individuals. The department cannot reimburse money directly to the club or into the club account. This method requires the student receiving the payment to be registered as a vendor with the university. **This process is usually delayed due to a lack of submitting all the required information. All Receipts must be itemized.**

Allow 3-4 weeks for this payment to process.

- Prior approval through Wheelhouse where the purchase request must be in the stage ‘Student Activities Department Approval’.
- The subject line of the Purchase Request in Wheelhouse should be as follows to ensure most efficient processing **“Reimbursement – Person Name”**
So, **Reimbursement – Dylan Cooke.**
- Name, mailing address, UIN, email, and phone number of the person receiving the reimbursement. **PO Box as well for on-campus mailboxes.**

Example:

Breidon Johnson

P.O. Box 123

1001 Texas Clipper Rd.

Galveston, TX 77554

UIN: 123456789

Email: johnsonb@tamug.edu

Phone: 409-740-4514

- Clubs must have the funds in their account before requesting the reimbursement.
- Submit the following paperwork to the Club Sports staff:
 - Receipts must be itemized
 - Packing slip for equipment or online purchases
- **The Department cannot reimburse the payment of sales taxes, credit card fees, or service fees.**

Facility Reservations

Facilities Available

The Department of Campus Recreation has the following facilities/surfaces available:

- 1 Outdoor Athletic Field – Lighted by request
- 1 Indoor Gymnasium court that can support
 - 1 full size basketball court
 - 2 volleyball courts

- 2 outdoor tennis courts – Self Lighted
- Sea Aggie Fitness Center (Outside of Normal Operating Hours)
- 1 Classroom (PE 107)
- 1 Multipurpose Room
- 1 Outdoor Pool - 6 Lanes, 25M
- 2 Outdoor Sand Volleyball Courts – Self-Lighted or Lighted by request

For facility reservations, submit your event through wheelhouse.

For Classroom reservations, please contact the Administrative Assistant for Student Affairs.

Facilities Policies

The Department of Campus Recreation has policies for all their facilities. Members of the Club Sports Program are expected to know, understand, and abide by those policies. Misuse of facilities or abuse will result in the loss of facility use privileges for the club. Please remember the on-site Campus Recreation staff is authorized to modify or discontinue any activity based on participant safety, potential damage to the facility, or noncompliance with facility policies or staff requests.

Inclement Weather or Field Conditions

All decisions will be made by **5pm or 1 hour prior to the first use** for that day, whichever comes first. All clubs will be notified via email of the decision. All updates regarding decisions on playing surfaces will be put on the Campus Recreation Twitter account, [@TAMUGCampusRec](#) as well as Facebook, [TAMUG Campus Rec](#)

Facilities Inspections

It is the intent of the Department of Campus Recreation to keep all facilities (both indoor and outdoor) in safe, playable condition. The Campus Rec staff will make every effort to review the conditions of each playing surface and surroundings prior to all Club Sports activities and events.

However, it is important that the Safety Officer, along with Club Sports members, review facilities immediately prior to utilizing the space and report any problems or concerns that may pose a hazard to users of the facility to the Campus Rec staff. Please use the following outline as a checklist when inspecting facilities.

Outdoor Facilities

- Playing Surface
 - Free of debris (i.e. cans, golf balls, rocks, glass, etc.)
 - No holes
 - No tire tracks
 - Grass mowed to a reasonable height

- No freestanding water
- Sprinkler heads should be checked for repairs
- No designations that the field is under repair
- Playing surface should be free of manhole covers, trees, utility access, etc.
- Field playing dimensions should allow for safety zones that are obstacle free (Ex. Moving soccer goals a safe distance away from field of play)
- Equipment
 - Equipment not in use should be far enough off the playing surface so that players running or pushed out of bounds will not fall or trip into it
 - Equipment should be checked for damages or repairs (i.e. missing bolts, broken parts, etc.)
 - No equipment should have jagged edges
 - Training equipment should be in safe, working condition without temporary repairs
- Bleachers
 - Free of debris
 - No broken seats
- Practice
 - Practice drills/skill development/scrimmages/games should not hinder or impose upon any other activity taking place in the area
 - Each club should remain within the space assigned to that organization

Indoor Facilities

- Playing Surface
 - Free of Debris
 - No freestanding water
 - No loose wall panels
- Fixtures
 - Nets in good condition (no obvious tears)
 - Wire cables and pulleys checked
 - Mirrors clean and secure
- Lighting
 - Ceiling lights in working order
- Exits
 - No debris or water in doorways
 - All exit doors in good working order
 - No doors propped open
 - Exit signs highly visible
- Equipment
 - Balls are properly inflated
 - No loose or unnecessary equipment in the practice area
 - All goals/standards are properly installed

- Practice
 - Activities associated with practice should not hinder or interrupt any other activity taking place in the area
 - Each club should remain within the space assigned to the organization

Event Planning and Travel

Events

All events must have an event form submitted through Wheelhouse. For Club Sports any activity other than practice must be reported through the event form. The event form can be found through the club's Wheelhouse page under the events tab.

Event Form

The purpose of the event form is to inform Student Activities and Campus Rec of the activities that student organizations are participating in. This aids in the administration of events by streamlining documentation to assist in risk management, prevention of over-booking, having multiple student groups doing similar events, and allow for a transparent form for easy storage and retrieval of activity history. For Club Sports, events must be submitted no less than **10 business days** in advance. This allows time for the event to be edited and discussed as necessary to ensure the best opportunity for success and safety of the event.

Travel

Texas A&M University Student Rules define Student Travel as travel that is undertaken by one or more students presently enrolled at the University to reach an activity or event organized or sponsored by the University that is located **more than 25 miles** from the University and that is in any part:

- Funded by the University and students use a vehicle owned or leased by the University
- Required by a student organization recognized at the University
- Undertaken under the scope, direction, or election of a college, department, class, university office, learning community, study abroad program, recognized student organization or their representatives

The traveling process requires organization, attention to detail, and planning on the part of Club Sports leaders. For all travel: Club leaders should discuss trips with the Intramural and Club Sports Coordinator in their monthly meetings to insure proper planning of trips. Club leaders must have planned:

- Purpose of the trip
- Travel route
- Itinerary (i.e. lodging, timeline, etc.)
- Mode of transportation
- Selection criteria for drivers
- Emergency Procedures

All travel event forms must be submitted 14 days in advance OF TRAVEL, same as home events. Failure to submit an event form in a timely manner, may result in the club's inability to compete and travel.

All components required to travel are:

- Event form submitted initially at least 10 business days in advance.
- Approved Risk Section and other associated conditional questions.
- **The following roster components finalized and approved by 5pm the Thursday prior to the event:**
 - Confirmed roster of all participants on the trip with designated trip leader
 - Club Sports waiver electronically submitted for each participant
 - Emergency contact name and phone for each participant travelling
 - Documented drivers with copies of current licenses and insurances
- **Trips beginning Tuesday-Thursday will need to be approved by the previous Thursday at 5pm.**

If the information on the event form is not complete, clubs will be unable to utilize Campus Rec funds or obtain reimbursement for expenses incurred as a result of the trip. In addition, clubs could face disciplinary action for failing to abide by the trip planning process.

Travel Requirements

The following are general rules that are required for travel (Not limited to, but including):

- **Large capacity vehicles do not exceed 11 passengers (12 total) per vehicle.**
- Obey all traffic laws and regulations, especially speed limits.
- Everyone **MUST** wear a seat belt at all times. The number of passengers in the vehicle must not exceed the number of available seatbelts.
- Do not transport luggage or items on top of high-capacity vehicles, due to increased risk of rollover.
- Avoid horseplay, racing, and other distracting or aggressive behavior.
- Travel with a minimum of one Safety Officer.
- **For trips lasting longer than four hours in one direction, TWO DRIVERS are required.**
- Rest every two hours.

- Travel with a team emergency contact list and Safety Officer clipboard.

Modes of Transportation

1. Commercial Rentals

Some commercial rental companies (i.e. Enterprise, etc.) have state contracts enabling clubs to receive a lower rental rate. Please contact the Intramural and Clubs Sports Coordinator or the Business Coordinator for more information regarding this option.

For large capacity vehicles:

Individuals who drive large capacity vehicles must complete specialized training. Texas A&M has established an on-line training tool through www.idrivesafe.com. Anyone who will be driving large capacity vehicles during trips must complete this short training course.

The process for being certified to drive large capacity vehicles will be as follows:

1. Clubs will need to submit a purchase request that contains a list of names and email addresses of those club members who will need the training. **THEY MUST BE 21 YEARS OF AGE OR OLDER AND POSSESS AN AMERICAN DRIVING LICENSE!** Clubs will receive an email with instructions on how to complete the training.
2. It is **REQUIRED** you have at least two drivers per vehicle requested (i.e. if you need four vans, eight different drivers should be named).
3. Upon receiving an email with directions, follow the link to alertdriving.com and click on the “Member Login” link.
4. When prompted, enter the username and password. On your first login, you will be prompted to enter a new password for security purposes.
5. The screen will present information through slides, statistics, and a video that will be needed for completion of the quiz.
6. Once you feel you thoroughly understand the presented information, click the “Quiz” link.
7. To successfully complete the course, you must receive at least an 85% on each section.

2. Personal Vehicles

While personal vehicles provide a very cost-effective means of transportation, there are disadvantages that must be considered. Liability issues should be a primary concern for organizations that choose to use personal automobiles to travel. Be sure each vehicle has appropriate insurance, current registration and that individuals traveling in private vehicles understand they do so at their own risk. Drivers need to be aware that by choosing to drive, they assume responsibility for the safety and liability of those traveling in their vehicle.

3. Airline Flights

Flight itineraries for arrival and departure times for all travelers must be submitted. **Transportation must be logged for the drive to the airport as well if the airport is more than 25 miles away, such as Houston Hobby.**

Hotels

The Department of Campus Recreation is a member of Lucid Travel. Lucid Travel offers a kickback incentive for your clubs for every reservation booked. Anyone is allowed to book through your link to save money and assist in fundraising for your club.

To Book a hotel: <https://tamug.lucidhotels.us/>

To Join a team to be able to get added as a member under your team's account:

<https://www.lucidtravel.us/university/texas-am-galveston/9778>

URLs for Team Booking:

www.lucidtravel.us/sea-aggie-barbell-crew

www.lucidtravel.us/sea-aggie-shooting-sports-club

www.lucidtravel.us/tamug-club-crew

www.lucidtravel.us/tamug-club-fishing

www.lucidtravel.us/tamug-club-lacrosse

www.lucidtravel.us/tamug-club-sailing

www.lucidtravel.us/tamug-club-soccer-m

www.lucidtravel.us/tamug-club-soccer-w

www.lucidtravel.us/tamug-club-volleyball-m

www.lucidtravel.us/tamug-club-volleyball-w

All receipts for hotel stays must be submitted to the Campus Recreation Business Coordinator **NO LATER THAN 1 WEEK** from the conclusion of the trip. For a receipt to be valid it must contain the following information:

- Room Number(s)
- Number of nights stayed
- Breakdown of cost (Rate, Fees, Taxes, etc.)

Safety Officers

The Department will provide opportunities for club officers to become certified in CPR and First Aid. Club presidents will be notified once the schedule of classes has been set. Clubs will be provided up to two members who will be certified at no cost to the club per academic year, if required. If your club is interested in having more than two certified, please visit with the Intramural and Club Sports Coordinator to discuss your options. Some responsibilities of the Safety Officers may include:

- Ensure at least one Safety Officer is present at all club activities
 - Practices
 - Home Events
 - Away Competitions
 - Any other activities that have potential for high risk
- **TRAVEL WITH A TEAM EMERGENCY CONTACT LIST FOR ALL MEMBERS**
- Communicate changes in Trip Rosters with the Intramural and Club Sports Coordinator
- Work with staff to ensure first aid kits are stocked and prepared for club trips
- Communicate risk management policies with club members
- Ensure all members have COMPLETED Waivers on file prior to the start of practices each day
- Share any risk concerns with the Intramural and Club Sports Coordinator and Campus Recreation staff
- Oversee the completion of on-site forms required for any club activities
 - (Ex— injury/accident reports, waivers from visiting opponents, etc.)
- Risk assessment for event planning
- Communicate with any changes in route/during travel.

First Aid Kits

First Aid Kits are available from the Department of Campus Recreation for clubs to check out. A first aid kit is recommended when travelling. They will be available from the Intramural and Club Sports Coordinator for check out. For practices on-campus, there will be kits for check-out from the cage room in the Sea Aggie Center for Club Sports Practice.

For any care or equipment used in the first aid kit, there must be an injury/accident report filled out and turned in.

Emergency Procedures

If you are involved in an accident:

- Stop immediately and notify the local police or call 911
- Refer to Emergency Contacts and follow the Emergency Contact Protocol – leave messages if necessary

- Fill out a police report (necessary for insurance purposes)
- Obtain the names and addresses of all witnesses
- Do not make any statements as to who is at fault, nor should you make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
- If you are driving a rental vehicle, contact Enterprise immediately and contact the Professional Staff on the day of the accident to notify of situation
- If an accident occurs, club officers **MUST** inform a Pro Staff member on the day of the accident to acknowledge the information

If someone is injured in the accident:

- Call 911 immediately and obtain medical attention
- Follow the Emergency Contact Protocol

If a breakdown occurs:

- Contact the DPS Non-Emergency Roadside Assistance at 800-525-5555 (also *DPS on many wireless phones)
- If driving a rental vehicle, contact Enterprise at 800-736-8222

Emergency Contact Protocol

The following protocol has been designed to establish a formal chain of command that will allow for fast and efficient communication in the event of a serious and/or life-threatening emergency occurring within a Campus Recreation facility or designated sporting area.

Any medical emergency is a possible life-threatening situation. Examples of serious injuries might include: loss of consciousness, head and/or neck injury, respiratory distress/arrest, cardiac emergencies, drowning and near drowning, seizure, falls, severe fractures, and exposure to extreme cold or heat.

Any injury that requires ambulance service, extended care in a hospital, missing of classes, etc. must be documented with an **INJURY REPORT** and reported to the Department of Campus Recreation immediately. **Clubs will need to call Pro Staff listed below in order as soon as possible until someone is reached. DO NOT wait until Monday morning.**

Breidon Johnson Intramural and Club Sports Coordinator	Office: 409-740-4514 Cell: 409-429-4273
Joe Hoff Director, Campus Recreation	Office: 409-740-4472 Cell: 414-477-3250
Campus PD	Office: 409-740-4545 Cell: 409-771-5185

Office Services, Marketing, and Branding

Mailing

If you are planning on receiving a letter or purchases, please use this address format:

Club Name
Department of Campus Recreation
Texas A&M University at Galveston
1001 Texas Clipper Rd.
Galveston TX, 77554

Marketing

Each club has various marketing tools available to them. Below is a list of some available methods at your disposal:

1. Aggnews

Send an email to the Intramural and Club Sports Coordinator. The email should include the exact text that you want sent out to campus, along with a notation for who you would like it sent to (faculty, staff, and/or students). Aggnews emails are usually sent at one time during the day, so to be sure your email goes out in time for your event, please be sure to send it prior to the day of the event. Emails to faculty and staff must be sent by 2:00 pm the day prior to the day you wish for it to be sent.

2. Flyers

Flyers must be approved and stamped by the Office of Student Activities prior to being posted on campus. **To keep our campus looking nice, flyers on any painted walls, glass windows, or bathroom stalls will be taken down.** Only flyers posted on bulletin boards or in designated spaces will be allowed. Be sure to contact departments to be sure your flyer abides by their policies.

3. Banners

Each student organization is allotted 6 posters from the Student Affairs poster printer each semester. If a poster design has a **full-color background**, the organization will be **charged for 3 posters**. Extra posters beyond the 6 allotted to each organization will cost **\$10/linear foot**. Posters should be designed as Power Point slides and fully formatted, including slide orientation. To have a poster printed, please email the file to any professional staff member in the Office of Student Activities or upload it into your Wheelhouse Event Form. Please **allow at least 1 workday for printing** to be completed.

4. A-Frame Boards

There are a limited number of A-frame boards available in the Office of Student Activities and the Department of Campus Recreation to place around campus with event information, provided the A-Frames aren't being used for department advertising. To check out some A-Frame boards for on campus advertising, come to the office of student activities and check one out from the student org workroom.

5. Seibel Center Televisions

The televisions in the Seibel Center have a running list of student organization meetings and events. To have your event added, email a member of the Student Activities staff prior to Monday of the week you want the event posted.

6. Twitter & Facebook

The Department of Campus Recreation has an Instagram account for promoting department activity.

Trademark Licensing and Branding

Texas A&M University Student Rules require student organizations to have advance approval before using A&M trademarks and logos. Licensed vendors (screen printers for apparel, for example) will handle the licensing work directly with the licensing office. If you are using a non-A&M licensed vendor or need other licensing assistance, please contact the Office of Student Activities.

Word trademarks of the university include:

- Aggie
- Aggies
- Texas Aggies
- Texas A&M
- Texas A&M University
- TAMU (includes TAMUG as well)
- Twelfth Man
- 12th Man
- 12th Mania
- Gig 'Em
- Texas Aggie Bonfire
- Wrecking Crew
- Old Sarge
- Fightin' Texas Aggie Band

Design trademarks of the university include:

- Block ATM

- A&M (stylized)
- University Seal
- University Ring Crest
- Ring Design
- Corps Insignia
- Gun and Sword
- Bugle with Banner
- Star
- T Star (with design)
- Bonfire (with flames)
- Reveille
- Ol' Sarge Head
- Gig 'Em

For more Trademark Licensing and Branding information use the [Texas A&M Galveston Campus Branding Guide](#)

Pepsi

Texas A&M University at Galveston is a Pepsi sponsored university. This means all products purchased for contests and events must be Pepsi Co. products. The list below is meant to serve as a helpful guide as to what products Pepsi Co. distributes. If you have any questions, please contact any professional staff member in Student Activities or Campus Recreation.

- Pepsi
- Gatorade
- Tropicana
- Starbucks
- Amp
- Aquafina
- Brisk
- Dole
- Mountain Dew
- Mug
- Mist Twist (Sierra Mist)
- 7up
- Dr. Pepper

Texas A&M University at Galveston has a contract for some assistance through sponsorship from Pepsi to request free products for a student organization event. **THIS REQUIRES AT LEAST 6 WEEKS OF LEAD TIME.** To request an allotment for an event please contact the Intramural and Club Sports Coordinator or the Director of Student Activities.

