



CENTRAL WASHINGTON UNIVERSITY RECREATION

SPORTCLUB HANDBOOK

2024-2025

SPORT CLUBS @ CENTRAL



The Sport Club Officer Handbook provides detailed procedures and policy information for managing your Sport Club within the Department and the University. Central to the Sport Club Program's philosophy and its key to success is the strong emphasis on student involvement, development, empowerment, and leadership.

The primary goal of the Sport Club Program is to provide a diverse and inclusive range of sporting, athletic and competitive opportunities for all participants. CWU Sport Clubs are student groups that focus on regular practices and compete in exhibitions, competitions, and tournaments at the inter-collegiate level. As student-led teams, members can develop valuable leadership skills, establish community connections, and enjoy health benefits. These relationships often extend well beyond their time on campus.

Sport clubs Vision

- To be recognized as the premier Collegiate Sport Clubs program in the country.
- To provide opportunities through sports to develop teamwork, sportsmanship, leadership and engagement in healthy competition.
- To contribute to overall student success through opportunities to practice transferable skills in the areas of effective communication, critical thinking, problem solving, social responsibility, and self-awareness.
- To provide innovative and quality programming that cultivates positive interactions within Central Washington University and the greater Washington community.

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Current Sport Clubs

- 1. BASEBALL**
- 2. CHEER CATS**
- 3. CLIMBING**
- 4. DANCE**
- 5. EQUESTRIAN**
- 6. GOLF**
- 7. MEN'S LACROSSE**
- 8. MEN'S SOCCER**
- 9. MEN'S VOLLEYBALL**
- 10. SPIKEBALL**
- 11. TENNIS**
- 12. ULTIMATE DISC**
- 13. WOMEN'S SOCCER**
- 14. WOMEN'S VOLLEYBALL**
- 15. WRESTLING**
- 16. WOMEN'S RUGBY**
- 17. MEN'S RUGBY**

How To Start A New Sport Club

New sport clubs can only be brought on during the Spring quarter for active status for the following quarter. For example, clubs who gain status through a budget presentation during Spring 2025 will be active for the Fall 2025. We bring on clubs for a limited time due to budget allocation limits, and to determine needs of clubs, requirements for resources (practice space, specialty staff and other relevant concerns).

Budget Presentations are a national standard among NIRSA certified collegiate recreation center sport club programs. Sport clubs present budget presentations to gain or renew sport club status. Budget presentations outline equipment and uniform needs, plans for traveling during the season and the travel costs associated as well as facility needs for the sport.

Each quarter the Sport Club Coordinator will host a new sport club orientation to explain the process of gaining active status. Thus process will outline the needs to be explained in the presentation, how to write a cover letter and create a budget of expected expenses and revenue.

New sport clubs can email sportclub@cwu.edu for information on how to start a new club or fill out the form [here](#).

New Sport Clubs Checklist:

- All sport clubs must have a minimum of 8 student athletes by the time of budget presentations.
- Each club needs a minimum of 4 executive board members
 - President
 - Vice-President
 - Treasurer
 - Social Chair and/or Secretary
- Each club will also need a National Association or League to compete in
 - Example: Women's and Men's Volleyball Compete in PIVA or the Pacific Intercollegiate Volleyball Association.
-
- Create Budget Presentation

- Draft Cover Letter
- Create Budget
- Schedule Budget Presentation

Prospective Sport Clubs can contact the Sport Club Coordinator to learn more about the process. New sport clubs are officially recognized Spring Quarter for the next academic year.

Sport Club Member Requirements

The primary membership of CWU Recreation Sport Clubs is undergraduate and graduate students. Membership is available to all interested students without regard for race, color, sex, gender, creed, religion, national origin, age, sexual orientation, physical handicap, or other factors covered by law. All students can participate in the gender specific club(s) that affirms each participant's personal gender identity.

University Recreation defines an active club member as:

- ◇ CWU students pay student fees and/or purchase a membership to the Student Recreation Center.
- ◇ Associate members (Faculty/Staff/ Alumni) MUST purchase a REC membership for the duration of the time they participate in the club and MUST be non-voting members
- ◇ Coaches will not need memberships, but will be granted temporary access based on practice times
- ◇ Certain clubs may have limits on participation and/or membership due to competitive team size, national governing body rules, resource restrictions, etc.

Each member is to complete the following forms prior to any participation.

- ◇ Recreation Waiver/Assumption of Risk Form
- ◇ Member Expectations Form
- ◇ Personal Vehicle Driver Form*
- ◇ Sport Risk Concussion education Training (TBD)

*Not Applicable to all Members

Sport Club Officers

The following list of suggested duties can serve as a guideline when determining officer roles. Club officers' responsibilities include, but are not limited to:

President

1. Conducting annual officer elections
2. Attending all relevant meetings, ensuring timely submission of forms and report
3. Informing club members about handbooks and codes of conduct
4. Familiarizing the incoming president with procedures and finances
5. Delegating responsibilities among club members and organizing promotional events

Vice President

1. Presiding over club meetings and business in the absence of the president
2. Assisting the president with reports and forms
3. Informing the Sport Programs Coordinator of schedule changes
4. Checking for club mail and emails weekly
5. Routinely inspecting equipment and facilities, maintaining records of equipment
6. Reporting any damage or safety issues to the Sport Programs Coordinator
7. Ensuring club compliance with all safety policies and emergency procedures

Treasurer

1. Collecting dues and maintaining accurate financial records, documenting all income and expenses with receipts
2. Collaborating with the president to prepare the club's budget request
3. Maintaining records for budget preparation and funding requests

Secretary

1. Attend all club meetings and record minutes
2. Save meeting minutes and notes for future referral
3. Distribute meeting agendas and meeting notes
4. Conduct correspondence for the club and update the membership roster.
5. Ensure that all Assumption of Risk forms and Code of Conduct forms are collected

Safety Representatives (S.O.)

Each club is required to have at least two safety officers who manage the club with the support of the Sport Club staff.

1. Communicate with the staff regularly about all club activities, incidents, accidents, injuries, and concerns.
2. Follow all policies and procedures of the Collegiate Sport Club program and represent the University positively and professionally.
3. Maintaining current certification/training in: First Aid, CPR and AED
4. Be knowledgeable of Washington State/ CWU Weather Policies

**ALL SPORT CLUBS MUST HAVE 4 OFFICER POSITIONS TO MEET REQUIREMENTS
EXCLUDING S.R. CLUBS WITH 2 OR LESS OFFICERS FOR LONGER THAN A QUARTER WILL
BE SUBJECT TO PROBATION**

Changing Of Officers/Transition To New Leadership

The successful transition from outgoing to new leadership is vital to the club's continued success. The following steps must be taken by the outgoing and incoming officers to ensure a successful transition:

1. Turnover of all club records and inventory of all club equipment to new club officers
2. Review of all financial records with outgoing officers
3. Review all forms including last year's budget allocations and end of year report
4. Attend mandatory officer training scheduled each semester

Financial Management

Clubs are accountable for maintaining a positive balance in their bank accounts and running a balanced budget throughout the year. Good financial management is crucial for the success of any club. Tracking the Sport Clubs budget throughout the year is imperative for the club to be successful. The following reports are due in the time intervals noted:

- Budget Workbook
- Budget Presentations – (April/May)

Base Funding Structure (Allocated Funds)

The following Sport Club point system will be used by the Sport Club Panel (Recreation, SLICE and SURC Accounting) to help determine funds each academic year. Sport Clubs have the academic year to earn points that impact on the total funding received for the next academic year. If the Sport Club earns the minimum required points for the academic year, present a well-executed, had little to no probationary periods, they should receive the requested amount of allocated funds. Budget concerns may also dictate allocation allotment.

The budget requests will be presented to the Sport Club Panel during each spring quarter for the next academic year. After each budget request is reviewed, the awarded base funding will be sent to the officers of the Sport Club with a formal allocation letter.

Fundraising, Sponsorships and Awards

Fundraising is crucial for the success of a club. This can be done through fundraising events, sponsorships, direct donations, and Sport Club Awards. In alignment with CWU Policy 2-40-030, Sport Clubs are not permitted to approach any business that has alcohol, drugs, or gambling as their primary revenue source.

Sponsorship Policy, Fundraising and Donations

All sponsorship proposals must be submitted via the [CWU Sport Club Contract Request Form](#) and be approved after approaching a potential sponsor. **NO CWU SPORT CLUB OFFICERS, MEMBERS OR COACHES HAVE THE AUTHORITY TO SIGN CONTRACTS.** All Sponsorship packages must be renewed each academic year, unless stated otherwise in the contract. Please reach out to the Sport Club Coordinator after preliminary meetings to solidify terms with CWU contract department.

Whenever an event is held, the club is responsible for securing all required permits, authorizations, and paying all appropriate fees and taxes. Fundraising is any event, program, or activity in which money or items are collected such as donations, ticket sales, sale of items, or collection of goods.

NOTE: *All on and off campus-fundraisers must be registered through University Recreation no later than 7 days before the start of the event by submitting a [CWU Sport Club Room and Space Reservation Request Form](#).*

Foundation Account

Clubs may set up a Foundation account through CWU Foundation. This is an account that is designed so that donations can be taken in the name of the club tax-free and donors are able to receive a tax write off. All checks must be made out to CWU Foundation with the club's name in the memo line.

Link to donate: [Here](#)

Instructions

1. Click link for donations for Sport Clubs. Make sure donors write what sport and club the donation to.
2. Type Amount
3. Designation Select: Other
4. Type in the "Other Box"
 - a. Example Baseball Club, Dance Club not just dance.
5. Make sure not to donate to the Students First Fund.

Sport Club Competitive Funding Request

SCC funds are allocated on a first come, first served basis per quarter. To request funding from the SCC funds following steps must be followed:

- ◇ Submit a [SCC Funding Request](#) 3 weeks prior to funding needed
- ◇ SCC Funding can be used exclusively for tournaments or competitions where CWU sport clubs represent the university on a regional or national level.
- ◇ If granted, funds may not be used to purchase any personal items (uniforms, warm-ups, etc.), pay for a banquet or party, or pay the salary of a coach or instructor. It also may not go toward gifts, awards, or an event that a club will make money.

2024-2025 Point System				
Meeting Attendance				
Event	Minimum Points	Median Points	Maximum Points	Required
Fall Officer Training	-	-	1	X
Fall 1:1 Meeting	-	-	1	X
Winter Officer Training	-	-	1	X
Spring Budget Presentation Training	-	-	1	X
Winter/Spring 1:1 Check-in	-	-	1	
Administrative Compliance				
Fall Roster	-	-	1	X
Constitution	-	-	1	X
Budget Presentation, Workbook, and Cover Letter	-	-	3	X
Membership				
8-12 Members	2	-	-	X
12-16 members	-	4	-	
16+ Members	-	-	6	
Campus Engagement				
Involvement Fair	-	-	1	
Pre-View Day	-	-	1	X
Community Service	1	2	3	
Competition (Home or Away)	1	-	-	X
National Competition	-	-	3	
Total Required Points			13	

SURC Accounting

All sport clubs have access to a club account through SURC accounting. See the SURC accounting [website](#) for all procedures and questions.

Club Management

Club Constitution

Each club must maintain an updated constitution on file with University Recreation. Constitutions serve as the club's foundation and should be reviewed and updated annually by its members. It is essential that the constitution aligns with the organization's policies and procedures. All student organization constitutions must include certain elements to ensure continuity and consistency. See the Sport Club Constitution Template for the mandatory sections.

Practice Requests

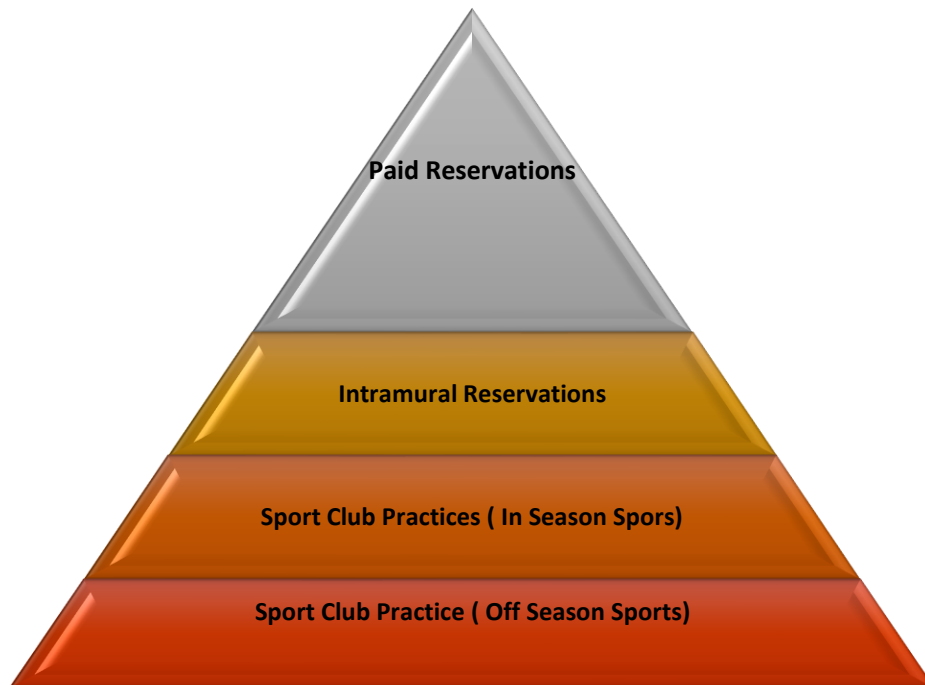
All clubs are required to submit a club [CWU Sport Club Practice Request Form](#) 2 weeks prior to the start of a new quarter and a Month for the start of the school year. Practice Requests will include dates of cancellation. The Recreation Administration will try to find 2-hour blocks twice a week for practice. Practices are subject to cancellation due to paid reservations from other organizations without rescheduling. If practices are rescheduled, sport clubs with the highest need, in-season and/or upcoming events will be given priority.

Sport club may request additional practice times for a maximum of 4 practices a week but are subject to the time slots that are available after all other clubs have been issued their standard 2 practices a week.

Practices must have at least 8 people in attendance and are subject to cancellation with less than 8.

Practices will begin the second week of the school year. Practice requests can be made for the first week of school for practices held Off campus practices, Rec Center or the Tennis Courts.

Reservation Hierarchy:



Hosting Requests

All Hosting Requests reservations for Sport Clubs must be submitted to the Coordinator, Sport Clubs, at least 2 WEEKS prior to the first day you want to use the space. For special events and tournaments, a planning meeting must be held with the Sport Club Administrative staff before events are approved.

Any league or large national governing body run tournament or special event must be submitted to the Sport Club Administration in coordination with the rental group. In this case the tournament will be directed by the Recreation Staff if approved. Please have the organization contact the Sport Club Coordinator for these inquiries.

Cancellation Policy

The Sport Club Administration must be notified by 11am when a club chooses to cancel a practice for any given day. All game cancellations require 48-hour notice, or the club may be required to pay for the requested facility space and staff wages. Charges may be waived if the cancellation is a result of planning for weather. If a club does not report a cancellation, it is considered a Sport Club Violation and may result in restrictions on future practice times or other repercussions.

Travel Paperwork

Clubs and their members will not be permitted to travel until all paperwork is submitted. Any unauthorized travel will be identified as a Sport Club Policy Violation and will be subject to consequences. The following forms must be submitted at least 3 WEEKS prior to departure.

- Travel Request form with full roster
- Personal Vehicle Usage Form
- Tournament Fees Invoices
- Lodging and Transportation Accommodations

TRAVEL REQUESTS THAT HAVE BEEN SUBMITTED MORE THAN 7 DAYS LATE WILL BE DENIED. LATE TRAVEL REQUESTS MAY RESULT IN POINT DEDUCTIONS.

NOTE: Club members who utilize their personal vehicle for club travel are responsible for his/her vehicle and any person that may be riding in the vehicle in case of an accident. This includes any trailers or boats that are in tow. Any time a trailer is being towed it is considered part of, or an extension of, said vehicle. CWU is only responsible for CWU employees and CWU property.

Travel Policies

- ◇ Only as many passengers as there are seatbelts are permitted to travel.
- ◇ CWU motor pool may be used by student organizations and clubs.
- ◇ No alcoholic beverages to purchased, consumed, or transported during sport club travel.
- ◇ All accidents or incidents while traveling must be reported to the Sport Club Administration immediately. Each vehicle on the trip must have an individual with emergency contact information.
- ◇ The driver must not operate a cell phone while the vehicle is in motion. That said, cell phones are required for all clubs while travelling and a club contact must be listed on the Travel Itinerary.

- ◇ All-night driving should be avoided. Driving between the hours of 1am and 4am is not permitted unless unavoidable. The Sport Club Administration should be notified if driving between 1am-4am is unavoidable.
- ◇ No driver is permitted to drive more than 6 hours in a 12-hour period. A passenger must be awake and seated in the passenger seat.

- ◇ Sport Clubs have the option to request funding from University Recreation for Charter Buses through A&A Motorcoach if they meet the following criteria:
 - Travel must be more than 400 miles from campus and/or 6 hours
 - More than 20 registered club members must be traveling
 - Club must be in good standing with CWU and current with all club documentation
 - Clubs may request a charter bus no more than twice a year

NOTE: *Clubs interested in acquiring a charter bus for extended travel must complete the Extended Travel Request Form at least 4 weeks prior to the trip.*

International Travel

International travel creates several challenges and must be planned months in advance. Contact the Sport Club Administration with your intent to travel as soon as possible.

Risk and Safety Measures

Personal Medical Insurance

Personal medical insurance is required for all participants. Personal medical insurance may be required by some national governing bodies as well. If you do not have personal medical insurance, some options are available to you. CWU has policies for students that cover Sport Club participants. There are other options as well that you can research on your own.

The Collegiate Sport Clubs program has purchased insurance which includes general liability, excess medical, and catastrophic injury coverage for all registered club members. While the cost is significant, the university, our program, and our clubs benefit in a variety of ways. Some of the reasons for purchasing this policy include:

- ◇ To help reduce the exposure of risk to the club, its members, and the University.
- ◇ To meet participation requirements imposed by leagues, conferences, and national governing bodies.
- ◇ To meet facility requirements for hosting events and practices.

Please note that although these policies do include excess medical and catastrophic injury coverage, we still require participants to secure a comprehensive personal primary medical insurance policy prior to participation in club sport programs. In the event your primary medical insurance does not cover all medical expenses, you have the option to file an excess medical and catastrophic injury insurance claim. To do this, you need to have the

Accident Report documented on campus within 24 hours of the occurrence and a claim must be submitted to the insurance carrier within 90 days after the occurrence. Please note that this coverage is only in effect when you are participating in a recognized sport club function.

Injury Prevention

To provide a safe and positive experience for all participants it is necessary to prevent accidents and injuries before they occur. Every Sport Club is expected to develop, implement, and practice the following safety practices:

- ◇ Sport Club Officers, club members, coaches and instructors should emphasize safety during all club-related activities.
- ◇ Each participant recognizes that they are responsible for their own well-being and the well-being of the group of which they are a member.
- ◇ Participants share with the other members the concern and responsibilities of safety and agree to follow safe procedures and to avoid unnecessary, hazardous situations.
- ◇ Officers are expected to inspect fields, facilities, and equipment prior to every practice, game, or special event. Unsafe conditions should be reported to the Sport Clubs Program staff.
- ◇ Sport Clubs are expected to abide by all local, state, and national health and safety regulations.
- ◇ Participants are expected to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk.

Injury Reporting

1. Call 911 for life threatening injuries
2. File an incident/accident report with the Sport Clubs Office within 1 business day after an injury or accident. When a serious injury occurs and requires a trip to the hospital, contact the Sport Club staff immediately.
3. A detailed accident report must be completed in case of any injury during a Sport Club practice or competition.
4. Be certain to include a description of the accident and any statements by witnesses and make sure all information is legible. Detail the first aid that was administered and by whom. In no instance should you diagnose an injury, either verbally or in writing on the form. This form must be submitted to the Sport Club staff on the first business day following the accident.

In case of emergency, follow the emergency procedures:

1. Call CWU police (911).

2. The CWU police will then dispatch an ambulance if necessary.
3. If the accident is not an emergency encourage the injured student to go to the Student Health Center or to a local hospital.
4. You must call the Sport Club Coordinator staff if medical assistance is called.

Concussions

CWU Recreation requires all staff and sport club safety coordinators to take an annual online concussion training course. If a concussion is suspected, it is reported to the Sport Club staff immediately and the athlete seeks a professional medical examination. The Coordinator, Sport Clubs has created a partnership with Student Medical to support students in gaining medical assistance.

NOTE: It is REQUIRED to have at least one safety coordinator (practices, club functions, travel, and competitions). The Sport Club Administration will monitor Safety Coordinator status quarterly during member participation agreement checks. Clubs that do not meet the above guidelines will be assessed an infraction for each month.

First Aid Kits/ Medical Bags

The Sport Club staff will supply a first aid kit to each sport club. Each club is responsible for ensuring the first aid kit is fully supplied. Additional supplies are available in the Sport Club Office. Each team must have a first aid kit with them at all practices, competitions, and when traveling. All bags will include:

1. Accident reports
2. Recreation Staff emergency contact information
3. Emergency action plan for home events and practices
4. Weather Policies

Intramural Sports Participation Policy

Sport Club members may participate in Intramural Sports in the sport of their specialty. However, there are the following restrictions:

1. Members are restricted to allowing **ONLY TWO CLUB PARTICIPANTS** on one Intramural Sport's roster in Competitive Leagues and **ONLY ONE** in Recreation Leagues
2. Sport Club membership is determined by the roster filed with the CWU Sport Club Office

Marketing and the Media

Sport Clubs must have all publicity and promotional efforts (flyers, newspaper ads, posters, radio announcements, press releases, etc.) approved by University Recreation prior to its release or publication. Marketing Requests can be submitted [here](#).

Recreation Media Policies

Media Requests: Media requests by any media outlet (television, print, online, etc.) must be requested via the Media Request Form **BEFORE** said outlet produces any content that includes the club's name, logo, and/or names, voices, images, or likenesses of club members of any CWU Sport Clubs.

Public Media Response: As an entity within the CWU Department of University Recreation no club officer or team member should address the media during an emergency. Only the CWU Recreation Senior Leadership team will make a public response to a club related incident or issue.

Recreation Marketing Requests

The Recreation Marketing team will develop flyers, digital signage, and website posts for Sport Clubs. To request marketing support a [Marketing Request form](#) must be submitted a minimum of 3 weeks prior to when the club wants the marketing materials in hand.

Clubs may develop their own marketing materials. All club-developed Marketing must be submitted via the [Marketing Request Form](#) and approved prior to distribution.

Club Websites and Social Media Outlets

Information published by student organizations and by individual faculty, students, and staff is considered "unofficial." University Recreation, the club, and individuals must publish in an appropriate manner at all times.

Printing and Logo Approval

Many clubs create and design t-shirts, uniforms, and other promotional items to promote and publicize their organization. CWU has specific policies, procedures, and guidelines that must be followed anytime materials are printed or created that include the acronym “CWU” or any other trademarked or registered CWU mark.

ALL printing proposals must be produced and submitted via Marketing Request form and must include:

1. Proposed design
2. Item the design will be printed on
3. How many items will be produced
4. Purpose of printing the item (i.e., club use only, sold to club members, sold to public, etc.)

All printing designs will be submitted and approved by CWU Brand. Please see the CWU Brand Sport Club Branding Guide for more information and approved vendors.

Reporting an Incident

Violations of the CWU Student Conduct Code may be reported by anyone, including CWU students, faculty, staff, family members, and/or anonymous persons. Some violations by student organizations may be self-reported. Sport Club members and officers are encouraged to report any behavioral, academic, organizational, individual, and/or concerning behavior that they become aware of. This can be done through cwu.edu/student-rights/report-behaviors-concern at any time, for any reason. Please email the Sport Club Coordinator for assistance with your claim.

Sport Club Member Expectation Violation

Sport Clubs function as part of the CWU campus community and are representative of the University for all on and off campus activities, including travel. Therefore, they are held to a high level of conduct both as a collective organization and as individuals. CWU University

Recreation, along with CWU Student Involvement, has established policies and procedures for student organization administration, which includes Sport Clubs.

If a student club/sport club fails to uphold the standards set, the following guidelines will be used as a basis for deciding the outcome of the incident. Sport Club accountability outcomes include loss of funding, practice time, travel privileges, suspension, or recognition. All code of conduct violations must be reported to the Sport Club Coordinator immediately.

Probationary status can result from but is not limited to:

- Breaking US State Laws during Sport Club functions, games and or events
- Damaging or breaking equipment
- Unsportsmanlike conduct
- Hate Speech, bullying or hazing of any kind
- Use of improper communication channels
- Use of allocated or SURC funds to buy drugs or alcohol
- Any infractions determined by the Sports Club Coordinator
- Violation of the Member Expectation Form
- Attendance to unapproved travel
- Unapproved use of practice space

Termination Status can result from but is not limited to:

- Repeated Probationary actions of same or higher caliber
- Violation of Member Expectation Form
- Minimum club roster requirements not met
- Minimum executive board member requirements not met for the 3 sequential quarters
- Loss or no affiliation with Sport League or Association
- Gross misuse of funds
- Any infractions determined by the Sports Club Coordinator

Warnings: Clubs will be notified of any warnings via an emailed memorandum to the club officers noting any potential disciplinary issues.

<p>Quarter Suspension</p>	<p>The Sports Club Coordinator must meet with probationary club officers/member(s) or club at the time of offense to inform them of suspension. At the end/beginning of the Quarter probationary consequences shall be lifted but noted on record. Suspension can include loss of practice space or hold on allocated funds. Appeals can be made after one week 7 of the quarter, with a limit of one appeal a quarter.</p>
<p>Academic Year Suspension</p>	<p>The Sports Club Coordinator must meet with probationary club officers/member(s) or club at the time of offense to inform them of suspension. At the end/beginning of the Academic year probationary consequences shall be lifted but noted on record.</p> <p>Suspension can include loss of practice space, hold on allocated funds and denial of hosting/ travel requests. Appeals can be made after one quarter, with a limit of two appeals a quarter.</p>
<p>Termination</p>	<p>The Sports Club Coordinator must meet with probationary/terminating club officers/member(s) at the time of offense to inform them of termination of member(s) or club. Termination is effective at the conclusion of the meeting. Appeals can be made after one quarter, with a limit of two appeals a year.</p>

Appeals can be made to the Sport club Coordinator and Director of Recreation.

Reports of Misconduct or Sport club Violations can be reported to the Sport Club Coordinator by email: Sportclubs@cwu.edu

Coaches, Instructors, and Medical Personnel

Coaches, Instructors and Sponsored Medical Personnel are the club's responsibility and represent it, University Recreation, and CWU.

Coach/ Advisor and Instructor Hiring

The selection of a coach or instructor (hereby referred to as coach) is the responsibility of the club and their officers. A coach's role within the club is to teach and coach in practices

and competitions. COACHES ARE NOT PERMITTED TO PARTICIPATE IN OTHER AREAS OF CLUB MANAGEMENT (i.e., officer elections, editing of club constitutions, etc.).

It is recommended that clubs establish a formal expectation agreement with their coaches before each academic year or club season starts.

Coaches are required to complete a Coach/Instructor Agreement each academic year that they work with the team. Each coach is responsible for carrying his/her own travel and health insurance as CWU insurance policy does not cover Sport Club Coaches.

All clubs utilizing University Recreation facilities as their primary practice facility must obtain a "Sport Club Coach" pass for their coach to gain access to the facility. This pass is ONLY issued by the Sport Club Administration. Access to the facility is limited to official club practice times as registered with the Sport Club Administration. ANY COACH FOUND ABUSING THE COMPLIMENTARY PASS MAY BE SUBJECT TO DISMISSAL/SUSPENSION FROM DUTIES AND THE CLUB MAY MEET TERMS FOR PROBATION.

If a Sport Club chooses to provide monetary compensation to a coach, they must provide University Recreation with any/all documentation outlining the terms of the agreement, including responsibility for payment to the coach being compensated by the club. University Recreation and CWU are not financially liable for any coach compensation.

Volunteer Medical Personnel

Sport Club Administration must be consulted prior to having any medical personnel (paid or volunteer) permitted at any club practices or events. Should a club wish to retain the services of medical personnel it must follow the following steps:

1. Discuss with the Sport Club Administration the nature and necessity of medical personnel
2. Submit a filled-out Volunteer Medical Personnel Agreement
3. All approved medical personnel must recognize that its role with the club is supplemental in nature, and everyone is required to follow all instructions from Recreation staff in the event of any emergency (medical or otherwise)
4. If approved, the Sport Club must disclose all responsibilities, dates, and locations the medical personnel will be present.
5. All expectations relevant to Sport Club coaches regarding involvement with the club are the same for Medical Personnel unless otherwise noted.

