

ASSOCIATED
STUDENTS



Sport Club Handbook

California State University, Northridge

Effective July 1, 2020

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Section 1: Introduction

1.1 Sport Club Handbook

The Sport Club Handbook serves as a reference manual for the Campus, Sport Club Staff, Sport Club Officers, coaches and participants. Its aim is to give users a better understanding of the AS Sport Club Program and support club leaders in effectively managing their sport club within the Associated Students, Inc., at California State University, Northridge.

Any policy or procedure concerning club activities that is not covered in this handbook should be referred to the Sport Club Staff, who will be referred to as the SCS throughout this document.

Sport Club officers must familiarize themselves with the information contained in the Sport Club Handbook and the other documents to which this handbook might refer, including all MIC Permits and Policies, the CSUN Student Code of Conduct, the CSUN Code of Ethics for University Recognized Clubs and Organization, and the CSUN Student Club and Organization Complaint Review Process. Information in this handbook is subject to change and will be provided at Sport Club Council meetings. In addition to containing specific policies and procedures to be followed, this handbook also assists clubs by explaining the privileges and responsibilities associated with becoming a Sport Club in the AS Sport Club Program.

1.2 Associated Students (AS) Sport Club Program

California State University, Northridge's Associated Students (AS) Sport Club Program (which will be abbreviated to AS SC throughout the rest of this document), administered by AS, in partnership with the University's Matador Involvement Center, is designed to provide students with an opportunity to participate in regional and national competitive sports and games, as well as, recreational activities. Each club is formed, developed, governed, and administered by the student membership. Student leadership, interest, and participation are essential elements of a successful sport club. This handbook serves to define the special rights and responsibilities of CSUN Clubs and Organizations that fall into the Sport Club Program.

Through participation and involvement in the AS SC Program, students will have the opportunity to learn teamwork and interpersonal skills while playing in their sport of choice. Club officers will have the opportunity to take leadership positions while gaining experience in budgeting, fundraising, public speaking, scheduling and decision making. The leadership traits developed through these experiences are not only intended to benefit the students during their time on campus, but long after they leave the university.

1.3 Mission Statement

“The Sport Clubs program provides CSUN students an opportunity to participate in regionally and nationally competitive sports and recreational activities. The program is designed to allow each CSUN student a chance to participate in a sport club individually or as a member of a team.”

1.4 The Sport Club Council

The Sport Club Council is the governing body that represents, advocates, markets, plans and distributes budgets for the AS Rec Sport Clubs, with the ultimate goal of uniting and involving CSUN Students in a common community of competitive and recreational sports. See section 2.2 for more on the Sport Club Council.

1.5 Obligations to the Associated Students and the University

The Associated Students, Inc. considers participation in sport clubs as a voluntary activity, and individuals participate at their own risk. Participants should understand they are responsible for any and all costs from facility usage, travel, property damage and any other costs associated with the membership in a sport club. Sport Clubs are not agents of the Associated Students or the California State University, Northridge. Sport Clubs may use the name, “CSUN” or “California State University, Northridge” in describing their organization; however, sport clubs must understand and make clear in their representation to third parties that they speak only for their own members, and not for the Associated Students, or for California State University, Northridge.

This relationship requires that the Sport Clubs have completed the university recognition process through the Matador Involvement Center (MIC).

Section 2: Responsibilities

2.1 Responsibilities of the Sport Clubs Staff

Sport Clubs Administrator, Senior Coordinator and Coordinator

The Sport Clubs Administrator is responsible for the administration of the Sport Club Program. The Sport Clubs Administrator oversees the Sport Clubs Senior Coordinator, Coordinator, Head Athletic Trainer, Athletic Trainer and all student staff. The Sport Clubs Administrator, Senior Coordinator and Coordinator will be referred to as the SCS. Throughout the year, each club will have the opportunity to interact with the SCS. The SCS will play a vital role in each sport club organization. The SCS serve as advisors and resources available to assist sport clubs in their administration, organization and participation in their respective sports.

The SCS maintain records of participants, schedules, and results of games and competitions; oversee the Sport Clubs budget process and insurance claims, promote and

advertise the Sport Clubs Program, and assist each sport club with the planning, budgeting and implementation of events, tournaments, and matches. The SCS will have the final say in hiring all coaches. The SCS is responsible for the risk management and oversight of the AS SC. The SCS also acts as the Trip Administrators for all Sport Club travel. The SCS will assist in coordinating the Sport Club Council agenda with the Sport Club Council Officers.

The SCS will act as liaisons to the MIC and work with the Activities Coordinator for Leadership Programs. The SCS and the MIC Activities Coordinator for Leadership Programs will work together on new club recognition and the University Recognition Conference. The MIC is responsible for the University Recognition Process of clubs and organizations and oversees the Student Club and Organization Complaint Review Process. The SCS will serve as advisors to clubs and register as university volunteers. The SCS is responsible for the administration and oversight of the Sport Club Program.

Sport Club Head Athletic Trainer and Athletic Trainer

The Sport Clubs Athletic Training department comprises two certified athletic trainers, who work with the Klotz Student Health Center and other allied health professionals to meet the healthcare needs of each participant. Once a participant has been evaluated by the athletic training staff, medical referral, treatment and rehabilitation are determined on a case by case basis. In addition to providing for the healthcare of each participant, the Sport Club Athletic Training office also provides education materials, learning opportunities, and prevention programs in the form of the High Performance program.

The Sport Club Athletic Training office oversees and maintains all participant's medical records to the HIPAA standard as well as oversees the submission of claims for secondary insurance. In conjunction with the student health center provides pre-participation exams, concussion follow-up, return to learn, and return to play progressions, as well as any individual needs for each participant.

2.2 The Sport Clubs Council

The Sport Clubs Council will be made up of one representative from each sport club. The Sport Clubs Council will follow the Sport Clubs Council Code. The Sport Clubs Council will be governed by the Sport Clubs Council Executive Board. The Sport Clubs Council will assist the SCS with administrative affairs and make recommendations concerning:

- Club Budgets
- Policies
- Fundraising
- Promotions

2.3 Sport Club Officers and Expectations

All sport clubs will have five executive officers and two safety officers that serve to oversee and help operate their respective sport clubs.

All clubs will have the following executive officers:

- President
- Vice President
- Secretary
- Treasurer
- Risk Manager

All clubs will have the following additional officers who may also serve as executive officers:

- Safety Officer 1
- Safety Officer 2

The President, Vice President, Secretary, Treasurer and Risk Manager make up the executive officers. Executive officers oversee the operation of the club and are listed on the University Recognition Document housed in the Matador Involvement Center. The Safety Officers and Sport Clubs Council Representative may serve on a club's executive board as long as it is included in their constitution. Clubs may add additional officers within their constitutions. Clubs must send one of their five executive officers to represent the club at Sport Clubs Council meetings.

President

- The president follows the regulations as stipulated in the Sport Clubs Handbook and informs all members of policies and procedures.
- Attend all scheduled meetings called by the Sport Clubs Council or designate another officer to represent the club at Sport Clubs Council Meetings.
- Communicate all club events and travel with the SCS or Sport Clubs Student Staff.
- Ensure that all club members have completed registration through DoSportsRec.
- Ensure that the club budget is kept up to date and is spent properly within a budget cycle.
- Become familiar with the incident/accident report forms and make sure that copies are on hand at each practice or game, regardless of where the club's activities take place (on or off campus).
- Work to develop leadership outside of the Executive Board to properly transition officers within the club.
- Inform the AS SC Office of any change in Officers and update officer contact information appropriately.
- Schedule monthly meetings with the SCS to go over current club events and upcoming activities.
- Ensure that all academic and eligibility checks are done three weeks prior to deadline.
- Enforce school, conference, league and national governing body rules at all times.
- Ensure that all coach and/or instructors are properly cleared with the SCS.

Vice President

- Works closely with the President in coordinating organization activities.
- Preside over team meetings and business during the President's absence.

- Assume all duties of President in the event the President cannot complete his/her term.
- Complete any responsibilities outlined in the club constitution and duties assigned by the President.

Secretary

- Conduct correspondence for the team.
- Update the team roster.
- Circulate publicity information.
- Oversee the handling and submitting of required forms and paperwork.
- Record and circulate the minutes of team meetings to the SCS and the MIC Activities Assistant.
- Complete any responsibilities assigned by the president.

Treasurer

- Keep budget and account records up to date.
- Work to create a dues schedule with the executive officers.
- Collect dues and deposit them into AS Accounting.
- Maintain documentation of expenditures and receipts.
- Ensure all club financial obligations are met in a timely manner.
- Notify the SCS in the event of late payments or club financial struggles.
- Work with officers in budget preparation and submittal.
- Oversee fundraising activities.
- Complete any responsibilities assigned by the President.

Risk Manager

- Be aware of campus, league and national governing body rules and regulations and enforce rules as needed.
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- Submit risk management assessments to the SCS for further consideration and critique of the activity for SCS approval.
- Ensure that no one is allowed to participate or practice with the club if they have not filled out the necessary paperwork with the AS SC Office and the SC Athletic Training Office.
- Fill out Travel Itinerary and turn in two weeks prior to travel for SCS approval.
- Ensure that the sport club travels in accordance with campus and state laws.

Safety Officer

- The primary responsibility of the safety officer is to ensure the health and safety of Club members, and enforce all safety policies at club practices, events, competitions, etc.
- Ensure that at least one Safety Officer is present at every club event, practice, game or competition.
- Must be CPR, AED and First Aid Certified.
- Record any injury that takes place through participation in practices, games and travel on an incident/accident report found in the travel binder. The binder must be

returned to the sport club office the next business day after travel has been completed.

- Aid the Risk Manager when needed for ensuring the safety of the club members.
- Comply with policies, procedures and emergency action plans established by the Sport Clubs Athletic Training Office.
- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.
- Request and obtain a travel first aid kit from the Sport Clubs Athletic Training Office prior to travel. It must be returned the next business day after travel has been completed.
- In the event that an injury is sustained while traveling, you must contact the Head Athletic Trainer and report the incident.
- Ensure that no individuals participate in practice unless they are approved members of the club and they have completed the Sport Clubs Participant Registration. This includes coaches and volunteer assistants.

2.4 Responsibilities of Sport Club Coaches

Sport Clubs are primarily student run organizations; each club decides how they want to be coached. AS SC requires all high-risk clubs to have a coach. High risk club coaches cannot be a student participant. Clubs may pay a coach or search for volunteers. Player-coaches are allowed for medium and low risk clubs, but clubs are encouraged to seek out a non-participant coach.

Coaches should allow the officers to manage the team and perform a vast majority of administrative responsibilities but must aid the Executive Officers in rule enforcement. Some of the responsibilities of a coach include:

- Minimize active involvement in club management. The philosophy of the Sport Clubs Program places emphasis on student leadership and participation.
- Not solicit money from any sources or purchase, rent or commit anything in the name of the club, the Associated Students or the University. Coaches may make purchases using club funds as long as it is for student-approved club needs.
- Develop and improve skills of club members.
- Assist club officers in scheduling practices and competitions.
- Develop and employ safety at practices for all participants including the inspection of sport gear and the reporting of any hazardous facility conditions.
- Attend competitions and practices.
- Promote good sporting behavior and conduct on and off the field.
- Notify the SCS or the Sport Club Athletic Trainers in the event of injuries to players, so that players can make appointments with the Sport Club Athletic Trainers.
- Ensure the club travels within AS and University policy and represents the school well while on trips.

2.5 Recruiting, Hiring and Evaluating Coaches

All competitive AS Sport Clubs are required to have a registered coach in order to participate in competitive play. Below are the steps for hiring a coach. This includes Head Coaches and Assistant Coaches. Special instructors (one-time practice) will not be required to go through this process; however, if a club wishes to use them multiple times throughout an academic year, the instructor must go through the hiring process.

New Head Coaches

1. Clubs must work with the SCS to develop a position description for the coach. The club officers with the SCS will determine if the position will be paid (employee) or a volunteer.
2. Once a position description is created, paid employee positions will be posted on the CSUN Careers webpage and volunteer positions will be posted on the AS Website for at least two weeks. Employee positions will follow the instructions on the CSUN Careers page. Volunteer applicants will email their resume to the SCS.
3. Following the posting period, the SCS and at least three members from the club must meet to develop interview questions and schedule dates to interview prospective coaches.
4. Coaches will go through an interview with the SCS and three club members.
5. Following interviews, the SCS and the club will select a coach. The Sport Clubs Administrator has the final say in all coach hiring – both volunteer and employee positions.
6. The SCS will send out an offer via email to the prospective coach.
7. Upon acceptance of the position, the coach must complete a background check, initiated by the SCS and AS Human Resources.
8. Upon completion of the background check the Coach will meet with the SCS and complete the coaching registration forms for volunteers. Employees will sign in with University HR at the direction of the SCS.
9. Following the completion of the registration or sign in process, the SCS will provide the documentation to AS Human Resources.
10. AS Human Resources will send an email, notifying the SCS that the coach is cleared to begin instruction. The coach cannot attend practice or games or instruct the club until AS Human Resources has approved the coach.
11. The newly hired coach will have 30 days from being approved by AS Human Resources to complete Sexual Harassment training (2-year certification) and Concussion Training (2-year certification). Coaches that do not complete their training by that specified day will not be allowed to coach practices or games until all assignments have been completed.
12. Coaches wishing to drive on AS Business must complete the Driving Process.

New Assistant Coaches

1. Head Coaches and club leadership may select assistant coaches for volunteer positions, without the assistance of the Sport Club Staff. For paid assistant coaches, the process is identical to steps 1-12 above
2. Once a volunteer assistant coach has been selected, they must meet with the SCS. The Assistant Coach will then complete Steps 7 through 11 of the New Head Coach hiring process. Paid assistants will follow the normal hiring process.

All Head Coaches must go through an annual evaluation. All Sport Club Employee Coaches are considered Temporary Employees and renewal of their employment is dependent upon a successful evaluation following the team's competitive season.

In the event that a team would like to evaluate a coach mid-season, they must adhere to the following guidelines:

- Notify the Sport Club Staff and meet with either the SC Administrator or Senior Coordinator.
- The SCS will notify the coach that the club would like to hold an evaluation and schedule a date to complete the evaluation.
- Develop an evaluation form, based on the position description and duties added over the coach's time with the club.
- Complete a formal evaluation with at least five (3) members of the club and the SCS.
- If the majority of the committee decides to dismiss the coach, they must present their recommendation to the SC Administrator, who will make the final decision in dismissing the coach.
- If the recommendation is accepted, the coach will be notified by the SCS of their dismissal.

Section 3: Processes and Expectations

3.1 New Sport Club Requirements

Prior to becoming a new sport club, clubs must attend a New Sport Club Workshop. Clubs must then meet with the SCS to complete a risk management assessment. Clubs must demonstrate to SCS that they can meet **all six designated criteria** outlined below to become a Sport Club.

Once a club has met all six criteria, they can follow the instructions on the MIC website <https://www.csun.edu/mic> and start a club profile on Matasync - <https://csun.campuslabs.com/engage/>

Criterion 1:

Clubs must designate a safe and suitable practice and competition location.

Criterion 2:

Clubs must be able to secure liability and medical insurance through the CSUAORMA.

Criterion 3:

Clubs must be a recognized Olympic, NCAA or professional sport

Criterion 4:

Clubs must be members of a national, regional or state governing body. The governing body must have minimum safety standards and regulations set for competition.

Criterion 5:

Clubs must have a qualified coach/instructor, it is recommended the coach is not a participant. The coach must be approved by the SCS. Clubs must designate a coach within their first six months.

Criterion 6:

Clubs must compete predominantly against other clubs from colleges or universities in their respective sport.

2019 - 2020 Recognized Clubs:			
1	Archery	16	Lacrosse (Women's)
2	Ballroom	17	Rugby (Men's)
3	Baseball	18	Rugby (Women's)
4	Basketball (Men's)	19	Salsa Libre
5	Basketball (Women's)	20	Soccer (Men's)
6	Boxing	21	Soccer (Women's)
7	Brazilian Jiu Jitsu	22	Table Tennis
8	Cheer	23	Tennis
9	Climbing	24	Triathlon
10	Dance	25	Volleyball (Men's)
11	Esports	26	Volleyball (Women's)
12	Fasmode	27	Water Polo
13	Hip Hop	28	Weightlifting
14	Ice Hockey	29	Wrestling (Men's)
15	Lacrosse (Men's)		

3.2 New Sport Club Recognition Policy

Student groups wishing to become Sport Clubs must secure recognition through the Matador Involvement Center as a student organization.

Step 1

Sign up to attend a New Sport Club Workshop in the MIC

Step 2

Attend a New Sport Club Workshop

Step 3

Contact AS Sport Clubs (818) 677-7678 or E-mail sportclubs@csunas.org to schedule a meeting with the SCS

All five (5) Executive Board Members MUST attend meeting with the SCS

Step 4

If the club meets the AS SC requirements and the AS SC program has the funding and facilities to take on the new club, the club may begin the new club registration process through Matasync.

Step 5

Follow instructions on the MIC Website and Matasync for new club recognition.

Step 6

Once the SCS is notified that the club has completed the recognition process they must meet with the SCS to obtain insurance and register with DoSportsRec.

Step 7

After obtaining University Recognition, obtaining insurance and registering participants on DoSportsRec, the club can request facilities and begin practicing. During this time, the club may also request to join the Sport Club Council.

3.3 Returning/Existing Sport Club Renewal Process

Annual Sport Club Renewal Policies are set and should be followed in accordance with the Matador Involvement Center. Refer to their policies regarding annual renewal. Items include but are not exclusive to:

- 1) Attending the Clubs and Organizations Annual Recognition Conference hosted by the MIC
- 2) Updating Annual Organization Materials on Matasync
- 3) Getting Annual Organizational Materials on Matasync Approved by SCS and MIC

Following the MIC Annual Recognition Conference, the MIC will provide a list of recognized clubs to the SCS that can continue participation in the AS SC. Clubs that have not completed the recognition process will be prohibited from participation until they have successfully renewed their recognition.

3.4 Sport Club Standing

The Sport Clubs Standing System is in place to ensure clubs are receiving the required amount of support from the Associated Students, while also monitoring the club's overall standing in the eyes of the Sport Clubs Program. The three areas of classification include:

1. Good Standing
2. New Clubs
3. Probation

A club is in good standing as long as they are attending Sport Clubs Council meetings regularly, are active in their respective sport during the academic year and are adhering to the Sport Clubs Handbook. Clubs in good standing must meet with SCS once a month

while classes are in session. Clubs in good standing are eligible for funding through the Sport Clubs Council. The amount of funding is dependent on the club's demonstrated need for funding, the availability of funds and the decision of the Sport Clubs Council.

New Clubs in good standing are eligible for funding through the Sport Clubs Council. The amount of funding is set at \$500 in the first year of requesting funds and \$1,000 in the second year. New Clubs are encouraged to meet with the SCS regularly.

A club is on probation when they have committed an infraction, violated a Sport Clubs Policy or violated the CSUN Student Code of Conduct. Clubs can be placed on probation when they fail to follow the Sport Clubs Handbook, miss Sport Club Council meetings or violate other Sport Clubs Policies. Following the Sport Clubs Policies for Participants and Teams (Section 3.7), a club will be placed on probation until deemed otherwise by the SCS or the University. Clubs on probation are encouraged to meet regularly with the SCS.

Violations of the Student Code of Conduct will be referred to the Student Clubs and Organizations Complaint Review process.

Clubs on probation are eligible to request funding through the Sport Clubs Council. However, clubs found to be in poor standing may have their budgets decreased. Clubs can also have practice, games and events cancelled based on the severity of their infraction. See section **3.7 Sport Club Policies for Participants and Teams**.

3.5 Participant Eligibility

Eligible participants of the AS Sports Clubs Program at California State University, Northridge include: All fully matriculated students with 6 or more units of coursework at California State University, Northridge. No non-CSUN or non-fully matriculated students are allowed to participate in any sport club activity, with the exception of students who are currently enrolled Tseng College students and who pay a fee established by the Associated Students Senate upon the recommendation by the AS Executive Director (\$15 per student in Fall 2015). Tseng students may participate in sport clubs' practices, informal performances and competitions to the extent permitted by the league or national governing body. They may not vote in club business or hold office. Other than this exception, if a club allows a non-CSUN student to participate in a club activity that club will be suspended.

Any student interested in joining a Sport Club must complete the Pre-Recruitment Education Program (PREP) in its entirety. This program is estimated to take approximately 15-20 minutes to complete. On the last page of the program, sport club participants will enter their name, student ID number and CSUN email address. Completion of SportsPREP will be verified by AS SC Office. Sport club members will not be able to participate in Sport Club activities until they have completed the PREP program. Existing sports club members at CSUN need to complete the PREP program only once.

All sport club participants are also required to meet the eligibility standards of their sports' respective governing body. It is the responsibility of the club officers to enforce these requirements and to inform the SCS of these requirements. Any sport that needs to verify their enrollment, coursework and GPA, must sign the Sport Club Academic Eligibility Form and allow at least three weeks for grades to be verified by the SCS.

Prior to joining any sport club activity, participants **must sign a release of liability form or fully register on the DoSportsRec website for their respective club**. Signing a waiver or completing DSR registration will allow participants to participate in up to two weeks of practice before they are required to come into the AS SC office verify completion of the above listed documents. Students must turn this into the AS SC Office prior to tryouts with a team.

Furthermore, if a club allows anyone to participate that has not filled out a release of liability, that club will be immediately suspended by the SCS from participating in the A.S. Sports Club Program.

As a member of a sport club, each participant must complete the specified Sport Club Registration Paperwork at the start of the new school year:

Sport Clubs DoSportsRec Registration requirements:

- Contact Information
- Participant Emergency Contact
- Copy of Student ID
- Copy of Government ID
- Waiver of Liability
- Sport Club Policies for Individuals and Teams
- SportsPREP

Drivers Forms and Requirements:

- Proof of Driver's License
- Proof of Vehicle Insurance
- DMV Employer Pull Notice Form (must be submitted at least 14 business days before the driver's first trip)
- AS Volunteer Identification Form
- CSU Driver Declaration Form
- Authorization to Use Privately Owned Vehicles Form
- Additionally, all club members or coaches who intend on driving for the club, must complete an online defensive driving course, and provide proof of completion.

Medical Clearance Requirements:

- Health Questionnaire Form
- Insurance and Emergency Information Form
- HIPAA (Health Insurance Portability and Accountability Act) Medical Information Disclosure Form
- Concussion Agreement Form

High Risk sport participants are required to complete a pre-participation exam (PPE) in addition to completing the forms about and will also be required to undergo baseline concussion testing. Please refer to the chart below for requirements by sport club.

High Risk	Medium Risk	Low Risk
PPE & Baseline Required	PPE Required	Paperwork Only
Baseball	Dance	Archery
Basketball (Men's)	Tennis	Ballroom
Basketball (Women's)	Triathlon	Climbing
Boxing		Esports
Brazilian Jiu Jitsu		Fasmode
Cheer		Hip Hop
Ice Hockey		Salsa Libre
Lacrosse (Women's)		Table Tennis
Rugby (Men's)		
Rugby (Women's)		
Soccer (Men's)		
Soccer (Women's)		
Volleyball (Men's)		
Volleyball (Women's)		
Water Polo		
Weightlifting		
Wrestling (Men's)		

3.6 Sport Club Policies for Participants and Teams

All Sport Club participants must adhere to the CSUN Student Code of Conduct, the CSUN Code of Ethics for University Recognized Clubs and Organization, and CSU Executive Order 1097 at all times. Participants must also abide by all Sport Club Policies for Participants and Teams. This includes while participating on a sport club, traveling with a sport club and any other sport clubs event. For more information on the CSUN Student Conduct Code, please visit: <https://catalog.csun.edu/policies/student-conduct-code/> The Sport Club Policies for Participants and Teams were developed to ensure that the Sport Club Participants remain in good standing with the Sport Clubs Program, the Associated Students, the University and their respective league or national governing body. Failure to meet these requirements may lead to suspension, probation, or expulsion from the Sport Clubs Program, the team's respective league or national governing body or referrals to the Student Clubs and Organizations Complaint Review Procedure.

Upon a reported violation of Sport Clubs Policies for Participants and Teams, the SCS will render any immediate actions necessary. Actions and behaviors that also violate the Student Code of Conduct will be referred for additional university review as appropriate by the CSUN Title IX Office, the Office of Student Conduct, DPS and/or the MIC Student Club and Organization Complaint Review Process. The offending club will be notified via email along with the Sport Clubs Council by the SCS. Consequences may affect coaches, officers, players and/or the entire club team.

Sport club members and teams should conduct themselves in a well-behaved manner for the sake of the club, the Associated Students and California State University, Northridge. Club members must show proper behavior and decorum on the field, on road trips and on campus. Behavior that is not consistent with the Sport Clubs Policies for Participants and Teams will be referred to the SCS for appropriate action.

Violations of the following rules and guidelines by an individual or sport club will result in any of the following consequences, which may include probation, suspension or expulsion from the Sports Clubs Program. See section 3.7 for definitions of probation, suspension and expulsion.

Alcohol/Illegal Drugs:

Sport club participants, coaches, and club representatives must always be alcohol and drug free when involved in any way with a sport club event or function by abstaining from consuming alcohol or illegal drugs or of being under the influence of any intoxicating or illegal drugs. No member of a team may be in possession of alcohol or illegal drugs immediately before, during or after a practice or competition. No member of a team may be in possession of alcohol or illegal drugs on the same premises where the team practices, plays and competes, including road travel destinations and hotels. No alcoholic beverages can be consumed by anyone affiliated with a sport club on probation during any competition or campus event.

Disturbing the Peace:

Sport club participants who are traveling to or from a competition, practice, meeting or other club event shall at all times conduct themselves in a lawful manner, shall abide by applicable rules, regulations and posted notices, and shall not disturb the peace while traveling to or from any sport club activity.

Disorderly Conduct:

Sport club participants will refrain from engaging in any unruly behavior during any competition, practice, meeting or other club event, or while traveling to or from any of these activities. Examples include, but are not limited to; vandalism, spitting, yelling, fighting, or a violation of any local ordinances, rules and/or regulations. Clubs shall always operate in conformance with applicable rules or regulations of any conference, association or national governing body.

Fighting:

Sport club participants who engage in or attempt to fight (striking a person in a combative manner, throwing a punch, kicking an individual, and/or retaliating against an aggressor) immediately before, or after a contest, game or practice, is expressly prohibited. Calling and enforcing penalties for fighting during a game, will be the responsibility of the game referee, the clubs national governing body, and/or coaching staff.

Tobacco Use:

Smoking, vaping and chewing tobacco is prohibited at sport club activities and event sites including the Student Recreation Center, Redwood Hall, all fields and any home designated location or location for away games. Effective August 19, 2015 CSUN is a smoke and tobacco free campus.

Hazing:

Hazing is prohibited. Refer to the University Conduct. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious emotional or bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.

Discrimination, Harassment, and Retaliation:

CSUN is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in age, disability, race or ethnicity, gender, gender identity or expression, nationality, religion, sexual orientation, genetic information, veteran or military status, and other characteristics that make our community unique. All students have the right to participate fully in our university programs and activities free from discrimination, harassment, and retaliation.

CSUN prohibits discrimination on the basis of any protected status: i.e., age, disability, gender, genetic information, gender identity or expression, nationality, marital status, race or ethnicity, religion, sexual orientation, and veteran or military status. Discrimination is defined as adverse action taken against another on the basis of a protected status.

CSUN prohibits harassment, including sexual harassment. Sexual harassment is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances and requests for sexual favors.

Sexual harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework. Sexual harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

CSUN also prohibits sexual misconduct, dating and domestic violence, and stalking. Such behavior violates University policy and may also violate state or federal law.

All sexual activity between members of the CSU community must be based on affirmative consent, which means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that s/he has the affirmative consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent.

It is the right of our students to bring forth concerns about discrimination, harassment, and retaliation. Thus, it is prohibited to take adverse action against any student because they are believed to have:

- (1) Exercised rights under CSU Executive Order 1097;
- (2) Reported or opposed conduct which they reasonably and in good faith believes is in violation of CSU Executive Order 1097;
- (3) Assisted or participated in a policy-related investigation/proceeding regardless of whether the complaint was substantiated; or,
- (4) Assisted someone in reporting or opposing a violation of CSU Executive Order 1097

For more information about policy definitions, confidentiality, the university investigation process, assistance with support services, and to report discrimination, harassment, and retaliation, please contact CSUN's Equity and Diversity Office at (818) 677-2077 and visit the Equity and Diversity website at: <http://www.csun.edu/eqd>

Destruction of Property:

An individual or team, who is reported to have destroyed property while traveling to or from a competition or during a practice or competition at home, will be placed on immediate suspension and will meet with the SCS to discuss probation or expulsion terms.

Illegal Activity:

Any sport club participant, who is arrested by campus, local or federal law enforcement officials, may be immediately suspended.

Communication:

At least one designated representative must attend all regularly scheduled Sport Club Council Meetings.

3.7 **Definition of Potential Consequences for Violation of Sport Club Policies for Participants and Teams:**

- **Probation:** limited participation in Sport Club activities for a specified duration of time.
- **Suspension:** no participation in Sport Club activities for a specified duration of time.
- **Expulsion:** complete and permanent removal from Sport Club Activities.

Clubs may be subject to further oversight and discipline by the SCS, Sport Clubs Council, Associated Students, the Vice President for Student Affairs Office, and/or as per the MIC Student Club and Organization Complaint Review Process.

AS Sport Clubs are required to conduct themselves in a well-behaved manner that reflects well upon the individual club, the AS SC Program, the Associated Students and California State University, Northridge. Any violation of the above Sport Clubs Policies for Participants and Teams will result in immediate action. All conduct guidelines for clubs on probation will continue to be enforced.

Dispute:

A sport club placed on probation by the SCS gives up the right to dispute their suspension until they've met with the SCS.

Any sport club accused of violating the Sport Club Policies for Participants and Teams will undergo a review by the SCS. Violations of the Student Code of Conduct will be referred to the Student Clubs and Organizations Complaint Review process.

Rights and responsibilities for any Sports Club undergoing further university review by the Vice President for Student Affairs Office and/or the MIC Student Club/ Organization Complaint Review Process can be found at the following website:

<http://www.csun.edu/sites/default/files/compliant-review-process.pdf>

Section 4: Facilities, Equipment, Safety and Insurance

4.1 Club Schedules

Sport clubs must submit their entire schedule to the AS SC program via email before they begin regular practices. This includes all on campus and off campus activities.

One of the duties of the SCS is to monitor club activity. The SCS will attend several practices/games throughout the year for each club. Clubs must notify the SCS when they are cancelling practices at least 24 hours prior to the start of said practice. If the SC Staff comes to a practice and your club is not there, the club may be placed on probation and will be required to reimburse the AS SC program for the cost of the staff for that event.

Additionally, if a club member is injured during an unscheduled practice or game, the Associated Students will not provide secondary insurance to the participant since they were not participating in an approved Sport Club activity at the time of injury

Proposed Annual Calendar of Activities should include the template below. Timing of such events are schedule to change throughout the year:

Fall

- Officer Training Retreat – Friday before first day of Fall semester
- Sports-a-Palooza – First Wednesday of Fall semester
- Meet The Clubs – Second Tuesday and Wednesday of Fall semester
- Fall Practice Schedules Requests – Second week of Fall semester
- University Recognized Documents – Second week of Fall semester
- Fall Game Schedules Requests – Third week of Fall semester
- Sport Clubs Social Event – Fifth week of Fall Semester
- Sport Clubs 101 – First Sunday of October
- Roster Freeze – Last Thursday of October

Spring

- Meet The Clubs – Second week of Spring semester
- Spring Game Schedule Requests – Third week of Spring semester
- Roster Freeze – Sixth week of Spring semester
- Budget Allocation Requests Form – Ninth week of Spring semester
- Summer Contracts– Eleventh week of Spring semester
- End of Year Banquet – Week before finals week
- Big Game – TBD by Sport Clubs Council

4.2 Facility Scheduling

Sport clubs cannot use recreation or athletic facilities, including the fields and any room in Redwood Hall or the SRC without a prior reservation through the SCS. In addition to using scheduled facilities, sport clubs cannot use a facility without a building manager present. In order to ensure scheduling of University facilities in an organized manner and to ensure compliance with Associated Students, the College of Health and Human Development, the Student Recreation Center and University Policies, it is necessary to maintain a comprehensive reservation procedure for all student organization practices, games, tournaments, meetings, fundraising activities, guest speakers, and all other events.

Clubs must send in a facility request form at the beginning of each semester. Please remember that we cannot guarantee facilities on campus until the end of the second week of school, as classes and athletic programs have priority on campus.

Also, it is vital to select more than one facility and have more than one time available, as facilities may be booked by other organizations on campus

If there is a previously unscheduled event that needs to be scheduled, it is important to send in requests 14 days before the event, in order for SCS to secure proper facilities, schedule a building manager, Athletic Training staff, and ensure there are no conflicts.

Unscheduled use of campus facilities will put a club immediately on probation.

4.3 Facility Care

The use of any facility on campus is a privilege, not a right. Clubs must ensure that they take care of facilities. In addition, clubs must make sure that the facilities they use are clean and in the same condition as the room was prior to use. If a facility is dirty or has broken equipment, clubs must notify the AS Building Manager or the SCS prior to use of the facility. If another club or organization is abusing facility space, please notify the SCS immediately.

The club Risk Manager should conduct a thorough walk through of each facility prior to use of the facility.

Fields:

When using fields or outdoor spaces, sport clubs must use the following guidelines:

- The fields should not be abused in any way.
- No pets are allowed on the fields at any time unless it is a service dog
- All trash, tape, cups and other material must be picked up when the team leaves the field. Failure to do so will result in a loss of facility use.
- In the case of inclement weather, the SCS and the College of Health and Human Development can revoke the scheduled facility reservation. Use of the field while closed will result in loss of facility privileges.
- Notify the SCS if other groups and/or individuals are using the field when they are not scheduled.
- Coaches and the Risk Manager should inspect the field every day before a practice, game or any other event, to check for holes or any other issues that may prevent the field from being used. If any problems seem present, contact the SCS immediately.

4.4 Equipment

All equipment that is purchased or checked out for club use, is and remains the property of the Associated Students. The club is responsible for all equipment and keeping it in good condition. The club is responsible for picking up their equipment and returning it to their designated storage areas. All equipment must be accounted for at the end of each semester. Equipment should be stored on campus when possible. The SCS will assist in finding appropriate facilities. Club equipment that is kept on campus, will

4.5 Program Safety

It is important for all sport club officers and coaches to be aware of potential injuries in their sport and inform your participants of these risks. Education for prevention of these

injuries is crucial and it is the responsibility of the officers and the coach to stay on top of current information concerning safety equipment, rules and potential risks. It is the responsibility of each club to ensure that all activities are conducted in a safe and proper manner.

All medical care and injury related decisions are managed by the Sport Clubs Athletic Training Office. All participants are required to complete medical paperwork and depending on the risk level of the sport, may be asked to undergo a pre-participation physical, electrocardiogram (EKG) and a baseline concussion assessment. Please refer to the Sport Clubs Athletic Training Policies and Procedures to identify the requirements of each club. It is the responsibility of each club's safety officer and/or risk manager to make sure participants have completed their requirements in order to participate.

While insurance is not required, injuries are an inherent risk of participating in sport clubs, so it is strongly encouraged for participants to have primary insurance prior to participation.

In the event that an injury occurs off-campus or at a facility where no building manager is present, the safety officer must fill-out completely and sign an Incident/Accident Report Form documenting the injury that occurred and any treatment provided. This form is available both online and in the Sport Club Office. During events in which the club is traveling, the forms will be in the travel binder.

Regardless of the position or responsibility, whether student, volunteer, or staff, everyone that works with Sport Clubs must report any form of discrimination, Title IX incidents, Violence Against Women Act (VAWA) incidents, physical assaults, and these types of incidents to the proper campus personnel, regardless of whether incident involves student or non-student.

4.6 Campus Closures and Cancellations

The SCS and Sport Clubs Program will follow directives from campus on closures and cancellations from natural disasters (fires, earthquakes, pandemics, etc.), weather events (excessive heat, rain, lightning, air quality, etc.), civil unrest or any other situation that would prevent students from playing and competing in a safe environment.

Sport Clubs will not be fined or held responsible for cancellations due to campus closures and natural disasters. The SCS will make reasonable accommodations to ensure the events cancelled can be rescheduled or played later when possible.

4.7 Sport Club Insurance

All participants in good standing with the Sport Club Office and the Sport Club Athletic Training Office are covered under the Associated Students Secondary Accident Insurance policy. Under the terms of the coverage, AS SC and the Associated Students are a **SECONDARY CARRIER** and its policy is only accessed in the event the student's

insurance does not cover the entire bill. A \$100.00 deductible will be assessed per claim for the basic medical insurance policy and coverage is provided for up to \$30,000.00 per incident.

Exclusion or failure to provide accurate insurance information at the beginning of each year with the completion of your medical paperwork will result in non-payment of medical bills received as a result of sport club participation and may also result in expulsion from the team.

The insurance provided by the Associated Students only covers accidental injury occurring during scheduled practices or competitions and approved travel to and from scheduled competitions. There is no guarantee that the policy will cover the entire bill.

In order to access the policy:

1. An injury/accident report form must be filled-out out by the Safety Officer or Risk Manager and submitted to the Athletic Training Office by the next business day after competition/travel has been completed. No claims will be processed without this form.
2. The injured party must work with the Head Athletic Trainer to fill-out an insurance claim within 60 days of the accident.
3. The injured party must process all medical bills through their primary insurance providers.
4. After the insurance providers have paid the bills to the extent of the policy, the injured party must bring the remaining balance, along with Explanations of Benefits from the insurance provider, to the Sport Club Athletic Training Office.
5. The Head Athletic Trainer will then process the claims via the Sport Club Program's secondary insurance policy.

Section 5: Travel

5.1 Sport Club Travel

Sport club travel is the most inherently dangerous part of sport club activity. It is important that the AS SC and the sport club traveling take the necessary precautions associated with travel.

All Sport Club trips over 150 miles (one way) or trips with overnight stay will require a Trip Leader to complete a Travel Itinerary and accompany the group on the trip. The Trip Leader must be approved by the SCS prior to departure and is responsible for implementing trip safety procedures. Trip Leaders would normally be student members of a sport club and a club may designate more than one Trip Leader.

Trip Leader responsibilities and expectations are as follows:

- Pre-Trip:
 - Ensure all forms needed for trip approval have been submitted to the SCS, who will serve as the Trip Administrator:
 - **Travel Itinerary**

■ Driver forms

- Notify the SCS if any changes to the travel plans occur.
- Pick up the club's respective Travel Binder, upon approval.
- During Trip:
 - Enforce all travel policies.
 - Notify the SCS when the club departs from CSUN, arrives at the destination, departs from the destination, and arrives back at CSUN
 - Enforce driver changes and rest stops.
 - Notify the SCS if there are any changes or adjustments to the approved Travel itinerary, including but not limited to: changes in driving routes, changes in departing/arriving times, changes in game/competition schedules.
 - When multiple vehicles are traveling to the same location, ensure vehicles stay in touch
 - When multiple vehicles are traveling to the same location, delegate specific safety responsibilities (including procedures in event of an emergency) to someone in each vehicle (e.g. the driver)
 - In the event of an emergency, implement the **Emergency Action Plan**.
- Post Trip:
 - Return Travel Binder to the Sport Clubs Office
 - Submit any Incident/Injury Report Forms, if applicable

All clubs traveling over 150 miles one-way, or clubs staying at their respective destination overnight, are required to submit a **Travel Itinerary Form** to the SCS ten business days before travel. Clubs must include their hotel accommodations and airline travel information (when applicable) before traveling. The SCS will then give **permission to travel**. All clubs should read the **Emergency Action Plan** (section 5.4) and have copies of the **EAP** and the **Emergency Phone Tree** while traveling at all times.

Drivers need to provide copies of insurance and complete the necessary driving paperwork in the AS SC Office at least 14 business days before the club's departure. If clubs are interested in renting a vehicle, they can do so using the CSU corporate number with Enterprise Car Rentals. Clubs must not drive more than 800 miles in one day and must take a break and switch drivers every 180 miles or every three hours, whichever comes first.

5.2 Travel Itinerary Form

Travel itinerary forms are required if a club will be traveling over 150 miles (one way), or if a club will be staying at their destination overnight/multiple days. Travel itinerary forms are due at least ten business days prior to each scheduled sport club trip. The travel itinerary form must include the manner in which a team is traveling, the expected departure time, the expected route, airline information [(airline, flight numbers, destination, etc.) when necessary], address of hotel or lodging for the trip, the estimated times traveling, opponent, location of event, estimated return time, expected route to return and expected time back at CSUN.

A **Safety Officer** must be identified for each Sport Club Trip on the Travel Itinerary Form. This person must be CPR/First Aid certified, must be present during the entire trip and will enforce all safety policies.

If the route changes or plans change, please notify the SCS 48 hours prior to travel so the SCS can monitor weather on the expected route.

In the event of travel changes mid-trip (flight connections, road closures, etc.) please call the Sport Clubs Administrator immediately.

If the team is traveling within 150 miles of campus and not staying overnight, they will not need to complete a travel itinerary form. The club will not need to follow the guidelines set out in the travel itinerary policy. The AS SC Secondary Medical Insurance will only cover injuries during competition when a club is traveling without an approved itinerary.

If a club is renting a vehicle through Enterprise and the Associated Students, they must fill out a travel itinerary form.

The coach and executive officers are in charge of the team while traveling. Players must listen to the coach and officers and follow instructions. The coach and executive officers should:

- Supervise the conduct of the members on the trip and ensure that all drivers are driving responsibly.
- Follow the Sport Clubs Emergency Action Plan in case of an accident.
- Conduct curfew checks on hotel rooms during travel.
- Ensure that players are treating the hotel with respect.
- Ensure that players treat the facilities and people they are visiting with respect.

Teams must contact the SCS via email or text notifying the SCS upon departure from Northridge, arrival at the competition, departure from competition and arrival back in Northridge. Failure to do so will result in disciplinary action from the SCS.

5.3 Travel Permission

Teams will be notified when the Travel Itinerary is ready to be picked up. The signature from the SCS will serve as proof the team is cleared to travel.

If a team travels without approval, the team will automatically be suspended.

If a team travels while on suspension the team risks being expelled from the Sport Clubs Program.

Failure to submit required forms on time can result in teams not traveling and forfeiting scheduled games.

Risk Management for Travel:

- Drivers must be at least 18 years old; 21 to drive rental vehicles.
- Vehicles should have one seat belt per person.
- If a car breaks down the SCS should be notified immediately.
- When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic. Check all lights and hitches prior to departing campus.
- No alcoholic beverages are allowed at any time in the vehicles.
- Drivers driving personal vehicles must have the minimum state automobile liability insurance coverage.
- Teams are prohibited from driving 15 passenger vans. Driving 15 passenger vans will void insurance coverage.
- Any accidents that occur while drivers are engaged in any illegal activity, such as; speeding, road rage, talking on a cell phone without a hands free device, text messaging, consuming alcohol or any other illegal activity will void the insurance policy provided by AS Sport Clubs and the Associated Students.
- In the event of an accident, the driver should make the best attempt possible to get off the freeway or into an emergency lane.
- Guests, friends and family are not permitted to travel on University Trips in University rented vehicles.
- Unless prior approval is given by the SCS, or in the case of an emergency, passengers may not travel home from an event in any manner not approved prior to the travel, including relatives, family, friends, etc.
- Personal deviations² during trip not covered. A ‘personal deviation’ is defined as an activity which:
 - i) is neither reasonably related to or incidental to the purpose of travel for which coverage is provided by this Policy; and
 - ii) the Covered Person performs before, during or after covered travel.

*Note that students are free to deviate from the approved trip – but must understand that the deviation is not considered part of the trip.

5.4 Emergency Action Plan

In the event of an emergency while off campus the following procedures should be followed:

Step 1 Contact appropriate emergency services: medical, fire or law enforcement. Call 911. In the event of a medical emergency, ensure that the person answering the call is told that it is, “a medical emergency”.

Step 2 The safety officer should provide first aid as needed until emergency services arrive.

Step 3 After emergency services have arrived, contact the Sport Club Staff or Athletic Training Staff immediately, via phone, depending on the nature of the emergency.

Step 4 Post trip: Submit incident/accident report form to SC Office or SCS

5.5 Emergency Phone Tree

In the event of a serious incident or accident, Risk Managers **MUST** call 911 or emergency services. When the scene is safe and EMS has arrived, activate the ‘Emergency Phone Tree’. The Risk Manager or President should call the SCS **first**. If unable to make direct (live) voice contact, then the Trip Leader must proceed down the phone tree until they speak ‘live’ to a person. SCS’ will inform Matador Involvement Center of accidents or injuries.

Emergency Phone Tree (in the event of an accident/incident not resulting in injury):

Name	Position	Office #	Cell #
John Paul Gale	Sport Clubs Administrator	818.677.8326	661.492.4251
Nathan Warden	Sport Clubs Senior Coordinator	818.677.8326	919.724.7800
Bladimir Martinez	Sport Clubs Coordinator	818.677.7678	323.333.7958
Joyce Lee	Sport Clubs Head Athletic Trainer	818.677.7008	310.619.1352
Emily Ferialdi	Sport Clubs Athletic Trainer	818.677.7008	661.713.2629
Patrick Bailey	AS Executive Director	818.677.3640	626.235.8620

Emergency Phone Tree (in the event of an injury):

Name	Position	Office #	Cell #
Joyce Lee	Sport Club Head Athletic Trainer	818.677.3604	310.619.1352
Emily Ferialdi	Sport Club Athletic Trainer	818.677.6988	661.713.2629
John Paul Gale	Sport Club Administrator	818.677.8326	661.492.4251
Nathan Warden	Sport Club Senior Coordinator	818.677.8326	919.724.7800
Bladimir Martinez	Sport Clubs Coordinator	818.677.7678	323.333.7958
Patrick Bailey	AS Executive Director	818.677.3640	626.235.8620

5.6 Long Distance Driving

- Unless prior approval is obtained from the SCS, total daily driving distance cannot exceed 800 miles, regardless of the number of approved drivers, unless the club has chartered a bus.
- Drivers must switch every 180 miles or every three hours, whichever comes first.
- Unless prior approval is given by the SCS, no travel can occur between midnight and 6:00 am.
- Drivers must not use cell phones while driving, except when using appropriate hands-free devices.
- Drivers must not engage in distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio, playing movies, etc.
- Drivers must obey the speed limit at all times, as well as all rules of the road for the state, county and city the club is traveling in.
- Drivers and passengers must make sure that at least one other person is awake with the driver at all times.

5.7 Car Insurance

Prior to driving, drivers must do the following:

- Show proof of vehicle's liability insurance (if driving privately owned vehicle.) Drivers driving personal vehicles must have the minimum automobile liability insurance coverage required by the state of California.

5.8 Travel Accommodations

If team travel should require overnight accommodations, teams must provide the SCS with the following information on the travel itinerary form:

- Name of hotel or home in which team will be staying
- Dates of overnight stay
- Phone number at the accommodations
- Rooming lists must be supplied for all hotel stay
- Co-ed sharing of rooms is not encouraged
- Non-participants are not allowed to stay with participants in the same room

5.9 Air Travel

Air travel arrangements for all teams, persons in groups, and on-campus organizations are subject to state regulations. Such groups may travel only on regular commercial air carriers approved by the state.

When traveling by air, the following information must go to AS SCS or SC Office on the travel itinerary:

- The airline
- Flight numbers
- Dates of travel
- Departure and arrival locations
- Flight times

5.10 Rental Vans

As members of the CSU Auxiliary Organizations Risk Management Alliance, the Associated Students and by extension, AS Sport Clubs are able to get discounted rates with Enterprise Rent-a-Car. In order to get the discounted rate sport clubs must do the following:

- Notify the SCS of desired rental, including pick up location, date, number of vehicles and duration of rental.
- Schedule a meeting with the SCS.

The SCS will call and notify Enterprise of the desired rental. Following the notification, your club can make contact with Enterprise and finish the reservation. Anyone renting a vehicle must have car insurance and liability insurance. Renters must also be over the age of 21 to rent from Enterprise under our current contract.

Section 6: Funding

6.1 Allocated Funds

The allocated budget account contains money allocated to Sport Clubs by the Associated Students and the Sport Club Council. The amount of the allocation in the 2020-21 academic year is determined by the Associated Students Finance Committee, Associated Students Senate and, within the Council, by the Sport Clubs Council.

6.2 Allocation Process

Sport Clubs will submit budget requests to the Sport Club Council Executive Board in October or November. The Executive Board will submit a budget totaling all requested allocations to AS Finance. After the AS budget is approved, clubs will then present their budget requests for funding to the Executive Board in the Spring Semester. The Executive Board will then recommend an amount to the Sport Clubs Council at the end of the Spring Semester. The Executive Board's recommended amount cannot be less than 75% percent of the previous year's allocation, unless there is a reduction of funds from Associated Students.

The Sport Clubs Council will vote whether to fund the club the recommended amount. Amendments can be made to the Executive Board's recommendations with a majority vote. The President can veto any budget item that has been amended. The Sport Clubs Council can then move to override the veto with a $\frac{3}{4}$'s vote, if they do not overturn the veto, the allocation will default to the Executive Board's recommendation.

6.3 Non-Allocated Funds

It is recognized as a general principle that the members of sport clubs make every effort to support programs through their own resources, which may include membership dues, fundraising projects, and special events. Collected funds must be deposited into a club agency fund. Clubs may not have off campus accounts and must do all their banking through the Associated Students Accounting. The Associated Students provides the accounts free of charge.

6.4 Fundraising/Donations

All fundraising/donation monies must be deposited in the club's agency fund through the CSUN Foundation.

The Associated Students, California State University, Northridge, Inc. (AS) is a non-profit California corporation through which foundations, corporations and individuals may contribute to AS programs and – under certain circumstances -- to sport clubs within AS.

All donations must be given to the CSUN Foundation. Donors can give on the Foundation's website at <https://givenow.csun.edu/>. Donors must use the "Other" designation on the website and specify what sport club they're donating to in the Special Instructions. Physical checks can be brought in or mailed to the SCS and they will assist with the process of depositing the donation.

6.5 Supplemental Funding

Sport Clubs Council will be the only body providing supplemental allocations to Sport Clubs with the exception of emergency funding for nationals play that may go through the AS Senate. Clubs must submit a Supplemental Budget Request from the AS Sport Clubs webpage. Requests must be emailed to the Sport Clubs Council President, Treasurer, Secretary and SCS 10 days prior to the next Sport Club Council Meeting. The club will attend an Executive Board Meeting. The Executive Board will then make a recommendation to the Sport Clubs Council. The Sport Clubs Council can approve or amend the recommendation by the Executive Board.

The amendment cannot cut more than 25% from the proposed allocation and cannot increase the allocation by more than 25% if the allocation is funded.

The President can veto any budget item that has been amended. The Sport Club Council can then motion to overturn the veto with a ¾'s vote of those present, if they do not overturn the veto, the allocation will default to the Executive Board's recommendation.

6.6 Expenditure Requests

Clubs may spend funds from their budget as long as the club listed the expenditures on their budget application. Clubs may also pay for general club activities with their agency account.

In order to access these funds, clubs must work with the SCS to fill out the electronic Expenditure Request form.

Clubs should expect an expenditure request to take two weeks to process.