From: The Coordinator of Intramurals and Club Sports  
To: All Club Sports Organizations  

The Intramurals and Club Sports Department of Louisiana Tech University seeks to provide a broad-based sports program that meets the recreational and competitive needs of the university community in which it serves. The Club Sports Program is designed to promote participation in a wider variety of sport activities complementing the University’s intercollegiate, intramural, and physical education activity programs. Opportunities for instruction, recreation, and intercollegiate competition are afforded to students of all skill levels and interests. While the Club Sports Program assists clubs to secure needed funds, facilities, and equipment, the emphasis is on student leadership and involvement. The success of each club depends on the dedicated efforts of its members and most importantly, its officers. As a result, Club Sports present a unique opportunity for students to develop both athletic and leadership abilities.

Club Sports are recognized student organizations of Louisiana Tech University. Admission is open to all individuals regardless of race, color, religion, sex, age, national origin, or educationally related handicaps. No “exclusive” membership clubs will be allowed to operate within the Intramural Sports Program without express permission from the Coordinator of Intramurals and Club Sports or within the explicit definition of its National Governing Body.

This handbook outlines university and department procedures developed to ensure that all clubs are treated equitably. It is designed to serve as a supplement to the Procedures Manual for Student Organizations published by the Office of Student Activities. Student leaders are encouraged to become familiar with both handbooks.

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**INFORMATION IN THIS HANDBOOK IS SUBJECT TO CHANGE**

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INTRODUCTION

Formed and administered by students, Club Sports are recognized student organizations, subject to the rules and regulations of the University and the Division of Student Affairs. The clubs receive administrative and financial support from the Intramural-Recreational Sports Department.

The administration of a Club Sport is a complicated process that requires the participation of all club members. The ability of Club Sports officers to organize and motivate their members is critical to the club’s ultimate success and stability. An understanding of basic departmental procedures and an awareness of pertinent policies, rules, and regulations will serve to simplify the administrative process.

At times, the responsibilities of being a student, an athlete, and a leader can be overwhelming. This Handbook has been prepared as a reference to assist you in the many aspects of Club Sports management.

DEFINITION OF A CLUB SPORT

A Club Sport is a recognized campus organization through the Office of Student Activities who receives approval through the Club Sports Program to operate and function as an organization that wishes to promote a particular sport or activity through intercollegiate competition. Club Sports are formed by students who are motivated by a common interest and desire to participate in a sport or activity. It exists to promote and develop interest in that sport. Its members learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of collegiate sports.

ROLE OF THE COORDINATOR OF CLUB SPORTS

The Coordinator of Club Sports serves primarily as an advisor and administrator and is available to assist student leaders with club business. It is the Coordinator of Club Sports responsibility to monitor club activities and to oversee the management of funds in accordance with University fiscal policy. The Coordinator of Club Sports shall preside over the Club Sports Association and act as faculty advisor to all Club Sports Organizations within the Association. The Intramural and Club Sports Department has an obligation to protect the interests of the University and organizations within. If in the opinion of the Coordinator of Club Sports a club is being neglected or misled by the elected officers or appointed coach/instructor or if said officers/coach/instructor are not working in the best interests of the club, they will be relieved of all club responsibilities and functions by the Coordinator of Club Sports.
BYLAWS OF LOUISIANA TECH CLUB SPORTS PROGRAM

Article I – Name

The name of this organization shall be the Louisiana Tech Club Sports Program.

Article II – Purpose

Section 1 - The purpose of the Louisiana Tech Club Sports Program shall exist to promote athletic participation and competition for non-scholarship students of Louisiana Tech University.

Section 2 - The Louisiana Tech Club Sports Program shall work to provide competition for Louisiana Tech students against other universities.

Article III – Membership

Section 1 – Any recognized Campus Organization who’s purpose is to participate in and promote a sport or sporting activity may apply for membership in the Club Sports Program providing that club is in good standing with the Office of Student Activities and the Campus Recreation Department.

Section 2 - All Campus Organizations who apply for membership into the Club Sports Program must receive a majority vote for recognition from the Club Sports Program Board of Directors.

Section 3 - No club may restrict its membership on the basis of race, sex, religion, color, nationality or ethnic origin, age, handicap, or military service.

Section 4 - A membership roster including participant’s full name, student ID#, signature, and Assumption of Risk Agreement must be brought to the Coordinator of Club Sports who shall process the names for eligibility.

Article IV – Club Sports Program Board of Directors

Section 1 - The Club Sports Program Board of Directors shall be the governing body of the Club Sports Program.

Section 2 - The Club Sports Program Board of Directors shall consist of:
   A. The Director of Campus Recreation (Lambright Intramural Center)
   B. The Coordinator of Intramurals and Club Sports
   C. One representative from the Campus Recreation Department
   D. One member of the Student Organization Committee (or approved representative)
   E. One appointed representative from the Club Sports Association

Section 3 - The Club Sports Program Board of Directors sets and upholds the administrative policies of the Club Sports Program.
Section 4 – Club Sports Program Board meetings shall be held at the beginning of each quarter. The Coordinator of Club Sports may call special meetings as necessary within a 48-hour notice or communicate via email and/or conference call.

Section 5 - Attendance at Board meetings is mandatory for appointed members.

Article V – By Laws of the Club Sports Association

Section 1 - The name of the organization shall be Louisiana Tech University Club Sports Association.

Section 2 - The purpose of the Club Sports Association is to advise the Coordinator of Club Sports in administering the Club Sports Program and has as its primary objective to provide a medium for the exchange of information regarding University rules, regulations, and Club Sports Program policies and procedures.

Section 3 – Each registered Club Sport who is in good standing with the University Office of Student Activities and the Club Sports Program is considered a member of the Louisiana Tech University Club Sports Association.

Section 4 - Each Club Sport shall choose a representative from their Executive Officers to attend the Club Sports Association monthly meetings and report back to the club (coaches cannot take the place of a student member). The same individual (preferably) shall attend all meetings as the club’s representative. Others may attend as guests, but shall not have voting rights.

Section 5 - Representative to the Club Sports Association: The club representative shall perform the following duties:

1. Serve as the liaison between the club and the Louisiana Tech University Intramural-Recreational Sports Department.
2. Attend all Club Sports Association meetings.
3. Check the club’s mailbox in the Office of Student Activities and in the Lambright Office on a weekly basis.
4. Ensure that their Club turns in all required forms on time.
5. Ensure that all forms on file in the Club Sports Office are updated as necessary.
6. Maintain an open dialogue between their Club and the Coordinator of Club Sports.
Article VI – Finances

Section 1 - Each recognized Club Sport participating in the Club Sports Program is entitled to and eligible for financial support from the Club Sports Program. These funds are to be considered a subsidy only, as each club is primarily financed by its members.

Funds for club activities may come from the following:
   A. Membership Dues
   B. Instruction/clinics/tournaments
   C. Admission Fees/concessions (must be discussed with the Coordinator of Club Sports)
   D. Net profits from approved Fund Raising Projects (only two per calendar year are eligible to be matched)

Section 2 - Net profits from these funds will be matched by the Club Sports Program and maintained in a Matching Funds Account. The Club Sports Program Board will have the authority to reduce or limit this amount if necessary.

Section 3 - The only permitted accounts shall be the Club Sports Program Matching Funds Account and an Alumni Account if the club chooses. Funds collected to be matched by any club must be brought to the Cashiers office and deposited under the Club Sports Account Code that will be given to each Club’s Treasurer. The receipt shall then be given to the Coordinator of Club Sports in order for your account to be updated. Funds to be deposited in Alumni accounts may be brought to the Alumni House for deposit. No local bank accounts are permitted for individual club use. Cash on hand accounts are strictly disallowed. Petty cash requests may be made for small cash amounts (under $20.00) and must be approved and completed by the Coordinator of Club Sports.

Section 4 - Each Club Sport must submit for approval a budget to the Coordinator of Club Sports by the date as specified in Important Dates

Budget requests should include:
   A. Administrative costs such as league or association dues, entry fees, postage, etc.
   B. Travel expenses as estimated on the Estimated Travel Expense form
   C. Competitive expenses such as referees and facilities
   D. Coaching expenses with a maximum of $5,000.00 per calendar year

Section 5 - The Club Sports Program shall maintain a capitl fund for all major equipment expenses.

   A. A portion of University funds are dedicated to the Club Sports Program for equipment expense and operation
   B. Member clubs may receive equipment purchased through this fund if approved through the Coordinator of Club Sports
   C. Anything purchased shall become property of Louisiana Tech Intramural and Club Sports Department and must be requested for use
Article VII - Conduct and Sportsmanship

Section 1 - Clubs and Club members are expected to function in a mature and responsible manner, both on and off campus, and in all club related activities.

Section 2 – Clubs Sports and/or their members may face disciplinary action for inappropriate conduct on and off campus while participating in any club activity or otherwise representing the University.

Section 3 – A club may be subject to probation or expulsion from the Club Sports Program with all Program funds frozen if the Club Sports Program and University rules and regulations are not adhered to.

Article VIII - Amendment of Bylaws

Section 1- Suggestions for amendment or revision of the bylaws of the Club Sports Program may be presented to the Coordinator of Club Sports for review. Based upon the ensuing recommendations, the Club Sports Association member or its appointed committee may present its suggestion to the Club Sports Board of Directors if further adjudication is required.

Section 2 - Amendments/revisions must have a majority vote of approval of a quorum of active Board members before they become effective.

LOUISIANA TECH UNIVERSITY AND THE INTRAMURAL/CLUB SPORTS SPORTS DEPARTMENTS ARE NOT RESPONSIBLE FOR ANY INJURY OR PROPERTY LOSS INCURRED BY ANY PARTICIPANT IN THE INTRAMURAL SPORTS CLUB PROGRAM.
CLUB ORGANIZATION AND ADMINISTRATION

The participants are responsible for organizing each Club Sport, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as equipment, facilities, finances, game schedules, membership, practices, and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ultimately ensure the club’s operation and stability over time.

ANNUAL REGISTRATION

Club Sports Recognition: Recognition as a Campus Organization must first be granted through the Office of Student Activities before recognition as a Club Sport can be applied for. Club Sport recognition is granted for one year only (October to September). It is necessary for each Club Sport Organization to reapply for such recognition at the beginning of each academic year (Fall Quarter) through the Office of Student Activities and Coordinator of Club Sports. The procedure outlined below shall be followed:

1. Register for annual recognition with the Office of Student Activities. Pick up a Student Organization Handbook and packet.

2. Attach a list of officers and a copy of your club constitution to the Office of Student Activities application. If a club fails to be recognized by the Office of Student Activities it cannot apply for or maintain Club Sports recognition.

3. Pick up Club Sports Handbook in the Intramural Office. Notify the Coordinator of Club Sports of your intent to apply for Club Sport Organization status. Submit a Club Sports Application, signed Assumption of Risk Agreements from each participant, Officers and coaches contact information, and a copy of your club’s constitution. All required forms are enclosed in the Club Sports Handbook.

4. Once an organization has completed the above procedures and is recognized by the Office of Student Activities, its application for Club Sports recognition shall then be reviewed. Once Club Sports status is granted, Club Sports must continue to meet the criteria specified for recognition and to abide by the guidelines for all clubs outlined in this Club Sports Handbook in order to retain its “active” status.

5. If a recognized organization fails to become recognized by the Club Sports Program, it will be ineligible to receive any benefits afforded to recognized Club Sport Organizations.
THE OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities exists to aid all recognized student organizations including Club Sports and to help coordinate club functions. All of the services provided by the Student Activities Office are available to Club Sports. The Office of Student Activities also publishes a variety of informational materials of which sports clubs should be a part. For more information, please call 318-257-3479.

THE INTRAMURAL and CLUB SPORTS OFFICE

The Intramural and Club Sports Office helps to coordinate the efforts of all Club Sports and to promote the Club Sports Program in general. The Intramural and Club Sports Office is located in the Maxie Lambright Intramural Sports Complex. The phone number is 257-4634 and email intramurals@latech.edu.

OFFICE SERVICES

As much as possible, the Campus Recreation Department will attempt to provide registered Club Sports with basic administrative services to assist in their operation.

Letters, campus mail, phone messages, checks, and notices from the Coordinator of Club Sports will be placed in your box in the Lambright Center’s office. Mailboxes should be checked at least once a week.

Letters or emails are often received from prospective students interested in Louisiana Tech University and a particular Club Sport. The letter is then placed in your mailbox and all emails are forwarded to club contacts. Your club should appoint someone to respond additionally to these inquiries.
REPORTS

All Club Sports are required to maintain records of activity and to file certain forms with the Coordinator of Club Sports to help keep the administration informed of club accomplishments. Each club will be periodically reviewed by the Coordinator of Club Sports to ensure its operation is within established guidelines. Accurate reporting will help the club to substantiate needs and accomplishments and to present itself favorably during review. Correct reports will serve as proof that the club is conducting itself according to policy.

Below is a list of reports all Clubs are **required** to submit:

A. **Budget Requests** are due quarterly by the dates as listed in Important Dates. The club’s budget request serves as a comprehensive summary of proposed fiscal plans for the quarter. Only the Club’s Treasurer may submit the budgets.

[Use old budgets and records to estimate income and expenditures. The Coordinator of Club Sports can assist you in accurately completing the budget request from. Be specific. The more information you provide, the easier it will be for the Club Sports Program Board of Directors to understand your needs.]

**Budget Allocation Process**

After developing an organized budget request, the allocation process proceeds as follows:

1. Submit your completed budget request to the Coordinator of Club Sports by the due date.
2. The Coordinator of Club Sports will review your request. If analyses indicate a need for adjustment, it must be resubmitted.
3. The Treasurer from your club will have an opportunity to present the rationale for your request to the Coordinator of Club Sports prior to approval.
4. After all budgets have been submitted, the Coordinator of Club Sports will allocate funds among the clubs according to the Club Sports Program Board of Director’s recommendations.
5. Once final determinations have been made, each club will receive a letter stating the exact amount of its allocation for that quarter.

[The entire process shall be completed within seven (7) days after the budget due date. Clubs will have access to budgeted funds at that time.]

B. **Monthly Activity Reports** are due on the dates as listed in Important Dates. This report summarizes club activities of the upcoming month, including a summary of the previous month, a statement of financial activity, and any club accomplishments.

C. **Equipment/Facility Damage Reports.** They exist to outline needs for repair maintenance or replacement. These must be turned in immediately whenever a hazard exists. Simply submit a written statement of any hazardous condition that may exist.
D. Injury/Accident Reports must be submitted whenever an injury occurs involving a Club Sports Organization participant during any club activity within 48 hours of the incident.

E. Inventory. An inventory report of equipment in the club’s possession and its condition is due at the end of each quarter.

F. Schedules are requested as soon as the club’s have them finalized. Any changes to the schedule must be submitted immediately.

Each club is responsible for administering their own game schedule. Each club should devise a tentative schedule one year in advance for budget purposes. Schedule as many home contests as possible. Home games can be an excellent avenue for raising funds and generating student and staff support. Schedules must be specific as to date, time, and quarter. Thereafter, clubs are responsible for notifying the Coordinator of Club Sports of any changes to the schedule.

G. Officer Information sheet and a copy of the club’s current constitution are due when the club applies for or reapplies for Club Sports status.

H. Assumption of Risk Agreement - An assumption of risk agreement must be filled out prior to participation in any sport. This is to help players realize the risk involved in any sport.

I. Annual Report - A one-page summary of the club’s activities and accomplishments is due at the last Club Sports Association meeting of the year.

**FACILITIES**

Reservations: Practice and game facilities must be reserved through the Coordinator of Club Sports. Requests for practice facilities should be made one quarter in advance or at least as soon as possible. To reserve an intramurals facility, complete a campus facilities request form and return it within 48 hours of the event. Club confirmation sheets will be placed in your mailbox in the Intramurals and Club Sports Office.

All other university facility request must be made through the Office of Student Activities. Forms are available in the Intramural and Club Sports Office. The request will be reviewed and sent through channels for approval, which ensures that there will not be a conflict. Confirmation sheets will be placed in your mailbox at the SGA office in Tolliver Hall.

At the beginning of each quarter, all reservation requests are reviewed at once and space is allocated according to availability and priority. If your request is submitted early, you will have the best chance of being assigned to the facility of your choice. The Coordinator of Club Sports will not seek out club requests, and clubs should not assume they would automatically be scheduled to use a particular facility. Many groups petition for facilities. Those that follow proper procedures will secure reservations.

Maintenance: Each club is expected to treat all facilities with the proper care. All facilities must be kept clean and returned to their normal setting after each event. Misuse of facilities (not using a reserved space, not following facility-use procedures, leaving debris and equipment) will result in the loss of facility-use privileges for the club.
Each facility shall be left in the same or a better manner in which it was found. If any facility has a maintenance problem, clubs should contact the Intramural and Club Sports Department/Director and report it immediately.

**STUDENT MEMBERSHIP**

Each Club Sport will determine its own membership rules. Clubs must be free of any restriction based on race, color, religion, sex, age, national origin, or educationally related handicaps. Clubs may have a designated traveling team, but cannot deny club membership to any student based on his/her skill level.

All registered *full-time* Louisiana Tech University graduate and undergraduate students are eligible for membership in the club(s) of their choice. All Club Sports participants shall maintain $\geq 2.0$ cumulative GPA. Non Louisiana Tech University student memberships are not allowed. Non Louisiana Tech University students are also not allowed to participate in any club activity on or off campus. Non Louisiana Tech University students are allowed to participate as volunteers in fundraisers and non-competitive events at off campus venues. Non Louisiana Tech University students cannot be responsible for tracking money, receiving money or interfering with any policy regarding club fund raisers.

Rosters: Rosters will be compiled from the Assumption of Risk Agreements that shall be submitted to the Coordinator of Club Sports. All persons belonging to a Club Sports Organization are required to sign this agreement.
HEALTH AND SAFETY

Student, faculty, and staff safety is a primary concern of the Club Sports Program. Attempts are made to insure positive and safe experiences for participating members. Despite efforts to make the playing environment as safe as possible, some program participants may be injured. Club members and advisors are encouraged to take necessary protective measures and to become familiar with accident reporting procedures.

Medical Exams: The Club Sports Program strongly recommends that all members of clubs participating in vigorous activities have an annual physical examination. The Coordinator of Club Sports requires that at least 2 members of each club and its coach/instructor are CPR certified. A copy of the certification shall be submitted to the Director of Club Sports. Contact the Coordinator of Club Sports for certification information.

LOUISIANA TECH UNIVERSITY AND THE CAMPUS RECREATION DEPARTMENT ASSUMES NO RESPONSIBILITY FOR ANY STUDENT WITH AN EXISTING HEALTH CONDITION THAT PARTICIPATES IN ACTIVITIES THAT MAY BE CONSIDERED HARMFUL TO THAT INDIVIDUAL.

Assumption of Risk Forms: At the beginning of each quarter, club representatives are issued assumption of risk forms PRIOR to participating in any sports club activity. Each member must sign the form relieving Louisiana Tech University, the Intramural and Club Sports Department, all club agents and organizers of any liability for personal injury, property loss, or property damage caused in conjunction with participation in Club Sports activities.

Insurance - Each student who participates in a sanctioned Club Sports Organization event and becomes injured is covered under Club Sports Insurance. However, this insurance is a supplement to the student’s primary insurance. After the injury occurs you must notify the Coordinator of Club Sports to begin the insurance claim process.

Training and Medical Care: The training facilities of the Athletic Department are not available for sports club members. The Louisiana Tech First Aid Center (located in South Hall) will provide treatment for registered students who require it. While participating away from the Louisiana Tech University campus, club teams must make their own arrangements for training facilities and medical care.

In the event of an injury (no matter how minor) occurring to club members during on or off-campus practice, competition, recreation, or instruction, these procedures must be followed:

1. Determine the nature and extent of the injury.
2. If the injury required no first aid, complete and submit an ACCIDENT REPORT form to the Coordinator of Club Sports within 48 hours.
3. If the injury requires minor first aid, a qualified individual should render first aid as required and complete an ACCIDENT REPORT form.
4. If the injury is minor but requires medical attention, the student should be taken to a First Aid Center. Designate someone to take the student to the First Aid Center or hospital emergency room. Under no circumstances should he/she go unescorted.

5. If the injury is serious (on campus):
   a. Contact by the fastest means possible. UNIVERSITY POLICE DEPARTMENT 257-4018
   b. Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
   c. Meet emergency personnel at the scene of the accident and guide them to the injured party. Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the First Aid Center or the local hospital.

6. If it is obviously clear to the observer (caller) that the victim will require ambulance transportation, then an ambulance should be requested through University Police.

**EACH AND EVERY INJURY TO A SPORTS CLUB MEMBER OCCURRING DURING SPORTS CLUB ACTIVITY MUST BE REPORTED TO THE SPORTS CLUB DIRECTOR WITHIN 48 HOURS BY COMPLETING AND SUBMITTING AN INJURY REPORT FORM.**

**TRAVEL**

Most clubs will need to travel to games, tournaments, or practices throughout the year. The Club Sports Program Matching Funds Account is primarily intended to assist clubs with travel expenses. In order to be approved reimbursed for travel costs, clubs must strictly follow travel regulations and procedures.

**TRAVEL AUTHORIZATION**

1. The Treasurer must complete an APPLICATION FOR CLUB SPORTS TRAVEL form and all appropriate items for approval from the Coordinator of Club Sports at least ONE MONTH (30 days) prior to the date of departure. The following conditions or information must be met and included when applying for Travel Authorization.
   a. A phone number where you can be reached in an emergency must be supplied on the form found in this handbook.
   b. The name of all club members traveling must be listed.
   c. Only currently enrolled students who have successfully filed an Assumption of Risk Agreement and Player Profile will be allowed to travel.
   d. A copy of the club’s schedule (if not already on file)
   e. Submit a flier advertising the event, dates, location, team entry, and any other expenses associated with attending a particular event
   f. A map showing round trip distance from point of departure to point of arrival (Map Quest, Yahoo Maps, etc)
   g. If overnight accommodations are requested, provide a price quote on company letterhead form the facility where you will be staying. If hotels are to be used, the number of rooms, room numbers (if possible), number
of nights, price per room, and a total cost will need to be included on the price quote.

h. Submit a list of all club members expected to travel. Include complete names, CWID, and note all members who are expected to drive. If your trip requires greater than eight hours driving time, you must fill out a Club Sports Travel Agreement.

i. All drivers must have a valid driver’s license, adequate insurance, and proof of completion of the Louisiana Tech University Driver’s Safety Course. Call the Environmental Safety Office at 257-2120 for more information.

2. **Non-approved travel will not be funded.** Follow up on all travel requests after 10 days of their submission. If all items are received and approved 30 days prior to departure date, the Coordinator of Club Sports will request checks be issued for entry fees, hotels, car rentals, and other approved expenses. Gas cannot be pre-paid. Don’t assume that you will be authorized to travel.

3. Clubs will be reimbursed for approved travel expenses only. Follow the Reimbursement Procedures outlined below.

   **TRAVEL REIMBURSEMENT PROCEDURES**
   
   a. The Treasurer has one week (7 days) after the approved travel dates to submit a completed Reimbursement Form (Actual Expenses) to the Coordinator of Club Sports.
   
   b. Provide all original receipts for gas, overnight accommodations, entry fees, car rental, and any other authorized expenses. All receipts must be the originals.
   
   c. The Club Sports Program will no longer reimburse mileage, but actual gas receipts. All original gas receipts are to be turned in for reimbursement. The only acceptable receipts shall have total gallons purchased, price per gallon, and total amount purchased. Please make sure that only fuel is listed on the receipt that you turn in. All reimbursement checks will be made out to the club’s Treasurer. The Treasurer will be notified when checks are ready for pickup.
   
   d. Provide a list of all club members who actually traveled. Provide full names, CWID, and who drove.

4. All travel claims and budgets are maintained through the Coordinator of Club Sports.

   Naturally, available finances will limit club travel. Club members should be prepared to assume an equitable portion of trip costs. Club officers must carefully plan trips to minimize expenses. Three basic means of travel are available to student’s organizations.
   
   1. Commercial Carrier (e.g. bus, plane).
   
   2. Personal autos - the most flexible and least expensive
3. Commercial vehicle rental agencies (U-Haul, Hertz, Enterprise Car Rental, etc.)

NOTE: YOU MUST HAVE ORIGINAL RECEIPTS. PHOTOCOPIES WILL NOT BE ACCEPTED FOR REIMBURSEMENT

5. DIRECT PAYMENTS - Allocated funds can be used to directly pay someone for services rendered, items received, or fees.
   a. Gain approval from the club’s officers and the Coordinator of Club Sports prior to contracting for services or charging supplies.
   b. Have the bill/invoice sent to the Coordinator of Club Sports for payments.
   c. Requests for payments are processed by the comptroller’s office and sent to the indicated address. The amount is deducted from your account.

REIMBURSEMENTS: DO’S

Keep original receipts (use the receipt forms located in this handbook if necessary).

Attach a copy of the tournament flyer/entry form with your entry fee receipt.

Use University resources if available (printing, long distance phone calls, postal service, etc.). Bring the original invoice to the Coordinator of Club Sports, regardless of the billing method.

Any equipment, services, or fees must be approved by the Coordinator of Club Sports in advance of purchase.

Any item on state contract or placed on bid (equipment, rental vans, charter busses, etc.) must be ordered by the Coordinator of Club Sports.

Have bills/invoices sent to the Coordinator of Club Sports for payment (organizational dues, van rentals, etc.). These must be approved prior to any monetary funding.

You can only reimburse currently enrolled Louisiana Tech University students, faculty, and staff for expenditures. All reimbursements must be first approved through the Coordinator of Club Sports.

You must have a mailing address, CWID, or social security number for any persons being reimbursed for services (officials, judges, etc.).

Use only original fuel receipts for gas reimbursement.

Any equipment total over $500.00 must be sent out on bid. Only the Coordinator of Club Sports can initiate this process. The bid process may take 6-12 weeks so plan ahead.

You must have a Travel Authorization on file prior to receiving a cash advance or to be eligible for a reimbursement. You must also have an approved Travel Authorization on file prior to traveling to any event.
Always get a cash advance whenever possible. Otherwise, be prepared to wait 4-6 weeks for reimbursement. All reimbursement checks will be mailed to the Coordinator of Club Sports and the Treasurer will be notified.

Should any emergency situation arise and you must purchase something during travel dates wither on a weekend or otherwise after work hours please contact the Coordinator of Club Sports immediately or by the next working day.

If in doubt about a reimbursement, always ask in advance or be prepared to pay for the expenditure out of your personal funds.

Reimbursements can only be made out to the Treasurer of the club. This is for the purpose of reimbursement to club individuals. It is the Treasurer’s responsibility to distribute funds appropriately.

Hotel bills must have the name of the hotel on the bill. A list of students expected to occupy those hotel rooms must be submitted as well. Louisiana Tech University listed as the occupant will not be acceptable. The Coordinator of Club Sports prior to reimbursement must approve all hotel expenditures. A maximum of five cars will be reimbursed for any one trip. You must submit the actual airplane ticket stub, not the copy of the itinerary for reimbursement. Copies of the ticket stub are not acceptable. All reimbursement checks must be made out to the Treasurer.
REIMBURSEMENTS: DON’Ts

Use napkins, torn sheets of paper, etc. as receipts.

Purchases for services or equipment over $500.00 or on state contract that were not approved in advance by the Coordinator of Club Sports.

Failure to provide social security numbers, CWID, and mailing address for any person providing a service for a fee to the club (officials, repair work, livestock care, etc.) will result in non-payment.

Loss of original receipts, plane tickets, rental agreements, etc. will result in non-payment.

Food receipts will not be accepted unless pre approval by Club Sports Director was received.

Use of more expensive services when cheaper and same quality services are available will not be covered. (Example: flying to Houston when rental cars or bus service would be less expensive.)

Cancellation fees or enforced penalties for airplane reservations will not be paid unless there is significant justification.

Damage to facilities, equipment, rental vehicles, etc., due to misuse or negligence will not be covered by matching funds accounts.

Personal equipment, such as uniforms, cannot be purchased with your allocation. If in doubt, please ask as to what constitutes personal equipment. All apparel is personal in nature.

CERTIFICATES OF ELIGIBILITY

All Club Sports teams must abide by Conference, Regional, State, and National Governing Body’s rules and regulations in competition that maintains particular Club Sports guidelines. The club President should see the Coordinator of Club Sports at least two weeks in advance when required to obtain certificates of eligibility. Additionally, specify:

1. What information is to be verified (registered, currently enrolled, fulltime status, progress towards a degree, good academic standing, GPA, other), and
2. The name and address of the organization/individual to which the certificate must be sent.
3. All participants’ full names, CWID and signatures are required for any verification.

In order to release certain information {e.g. GPA}, the university must have the signed permission of each individual.
CONDUCT OF CLUB MEMBERS

As students of Louisiana Tech University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Club Sports Organizations are expected to act in a mature and responsible manner both on and off campus and especially while participating in club sponsored activities. This Program exists to instill a working sense of leadership, accountability, and responsibility.

The sponsoring organization shall be responsible for the conduct of all persons attending any event or activity it sponsors.

Upon learning of violations or the misconduct of club members, the Coordinator of Club Sports will immediately demand a meeting with the individuals involved and the club’s officers. The Coordinator of Club Sports will take any action he/she feels necessary and appropriate to maintain the integrity of the Club Sports Program and protection of club members. The Coordinator of Club Sports shall adhere to University policy- that may include referring the matter to other authorities (disciplinary or civil). The entire club may be placed on probation or have its “recognized” status terminated indefinitely.

CLASS ABSENCE EXCUSES

Classes missed by Club Sports Participants during University sponsored functions or events may be excusable. A written statement by the Coordinator of Club Sports to the instructor defining the event, explaining its nature, and listing all eligible students must be submitted to the instructor prior to the student’s absence. The instructor holds the final decision whether the absence is excused.

HAZING

It is against state law and University policy to intentionally haze a member or prospective member of an organization. Hazing is defined in the Student Handbook and is prohibited. Any member found guilty of violating this policy will immediately be suspended indefinitely. Any club found guilty of policy violations will have its recognition revoked indefinitely upon the decision from the Coordinator of Club Sports.
PARTY PLANNING

Clubs planning parties and socials should be aware that it is strictly against University policy to consume or possess any alcoholic or intoxicating beverages in public areas of the campus. All socials involving alcoholic beverages must be held off-campus. Students 21 years of age and older who choose to drink are encouraged to drink responsibly and to respect the right of others who choose not to drink. A designated driver shall be assigned during each social event. BACCHUS (Boost Alcohol Conscientiousness Concerning the Health of University Students) guidelines are printed in the Student Handbook (page 51).

PROBATION

Each club has the ability to determine its own fate regarding probationary status. The following point system shall be implemented to determine Club Sports efficiency.

POINT SYSTEM FOR CLUB STATUS

-10 points: Failure to represent Louisiana Tech University in a positive manner (notification by another club or university)
-8 points: Failure to submit assumption of risk agreements for each member practicing with your club or budget request
-5 points: Missed meeting
-5 point(s): (depending upon severity) Misuse of university property and/or facilities
-3 points: Overspending state and/or Club Sports account
-3 points: Failure to turn in state owned equipment by non-active clubs (primarily summer) or turn in inventory list by requested date
-2 points: Failure to turn in monthly report

AUTOMATIC CONSIDERATION FOR PERMANENT EXPULSION AND PROBATION OR SUSPENSION FOR ONE YEAR (FROM POINT OF INFRACTION) FOR MISAPPROPRIATION OF FUNDS

Each club shall start the year with 100 points. Points shall be deducted from this amount upon penalty assessment. Points also shall be awarded to the club for certain positive attributions (turning in all forms and paperwork on time and completed, recognition for club’s contribution to its sport, community service, etc) at the end of each quarter. If a club falls below 60 points in any one quarter, a meeting with the Coordinator of Club Sports will be scheduled to discuss club standing. It is possible for clubs to lose and gain points based on their performance throughout the quarter. At the end of the year (Spring Quarter), the club with the most points shall be awarded Club Sport of the Year.

If your club fails to send a representative to the Club Sports meeting, your club shall be suspended from facilities for 7 days. If a club misses two meetings in one quarter, the club will be suspended for 14 days (to be carried out during the next quarter if necessary), fined $50.00, and its officers will be required to meet with the Coordinator of Club Sports. The fine is required to be paid at the time of your meeting. This fine cannot be
paid from your Club Sports Matching Funds account. If any club fails to represent itself at any disciplinary meeting called by the Coordinator of Club Sports, it shall immediately become suspended from the Club Sports Association for the remainder of that quarter or until all conditions outlined by the Coordinator of Club Sports are met.

Any further disciplinary actions shall be handled in a Committee:
1. A hearing will be conducted by a Club Sports Committee appointed by the Coordinator to determine appropriate disciplinary action. Generally these hearings will be conducted immediately following the next scheduled monthly meeting. Emergency hearings can be arranged at other times upon request.
2. All funding from your Club Sports allocation will be automatically frozen until the hearing.
3. The club will not be eligible for any supplemental funding (National Travel, loans, etc.) until the hearing has been conducted.
4. Any club not paying the required fine will be ineligible to submit a budget request for the next academic year.
5. The club will automatically be indefinitely suspended (no account activity) until all requirements are met.

**FUNDING**

Self-reliance is an essential factor for any Club Sports Organization. Requiring clubs to earn a percentage of their budget assures that members take an active and serious interest in the continued existence of their club. At Louisiana Tech University, clubs are expected to earn at least 50 percent of their annual budget. In support of a quality student program, the University provides supplementary financial assistance from student fees to ease the burden of travel expenses and competition fees.

**FUND MANAGEMENT**

The responsible management of funds received from dues, donations, and student fees is critical to a Club Sport’s successful function. Club officers are responsible for seeing that expenses do not exceed income and that allotted funds are spent according to University fiscal policy. Only the elected Treasurer (President or Vice President if designated by the Treasurer) of a club shall conduct account business. No other club member regardless of position shall be allowed to conduct account business.

Officers are encouraged to take certain steps to insure the club’s financial stability and the successful achievement of club goals. Some suggestions for the club treasurer are listed below:

1. University fiscal policy is very specific. Become familiar with those regulations pertaining to allocated funds and how they can be spent.
2. Talk to the Coordinator of Club Sports and learn how to prepare an accurate and realistic budget request. Review old budgets, equipment catalogs, etc. for information on fees and costs. Be sure to have an accurate travel expense, which can be determined from Estimated Travel Expense sheets for club travel.

3. Once funds have been allocated, prepare an adjusted budget to accommodate the differences between the request and the actual allocation (if %100 of Budget Request is not granted).

4. Stay within your budget. Spend your money carefully as allocated in your budget. Keep receipts of all expenses, copies of invoices, and all deposits. Funds spent on any one item cannot exceed $500.00 without bid. Make two copies of all invoices. The original must be turned in to the Coordinator’s office.

5. The treasurer along with approval from the club’s executive board shall approve all expenditures. Club members are required to obtain approval from the Coordinator of Club Sports before they pay for anything for which they expect reimbursement. (NO APPROVAL—NO REIMBURSEMENT).

6. Devise a separate budget for any major event (hosting a tournament, staging a clinic or an approved fund-raiser) that itemizes all projected income and expenses.

7. Receipt all income received. Be sure to record and deposit any cash received directly to the cashier’s office in Keeny Hall on the day it was received. The deposit receipt must be turned into the Club Sports Office in order to update your account. Use a receipt book to document all club financial transactions. If there are any disputes, these receipts will show all financial activity and help resolve the matter.

RECORDS OF STUDENT ORGANIZATIONS ARE “PUBLIC” AND SUBJECT TO AUDIT BY LOUISIANA TECH UNIVERSITY AUDITORS, THE COORDINATOR OF CLUB SPORTS, STATE OF LOUISIANA AUDITORS, and AUTHORIZED UNIVERSITY AGENTS.

8. Learn to maintain accurate up-to-date financial records. Club records are subject to review and/or audit by the Club Sports Program Board of Directors at any time.

9. Dues take time to collect. You must maintain in your Club Sports Account an adequate operating amount.

10. All on campus fund-raisers must be approved by the Coordinator of Club Sports and the Office of Student Activities. All appropriate Campus Facilities Reservation forms must be completed including the Club Sports Fund Raiser Approval Form.

11. All off campus fund-raisers must be approved by the Coordinator of Club Sports. The Club Sports Fund Raiser Approval Form must be submitted and approved prior to any on or off campus fund raising event.

12. Clubs may request from their Club Sports Matching Funds Account a loan up to $500.00 in initial capital funds for fund raising merchandise. This loan shall be paid back in full within one week (7 days) of its issuance.

EXPENDITURE OF FUNDS

Since all club accounts are subject to audit, it is important to keep accurate and complete records. Funds received from club activities such, as dues, donations, and fundraisers must be placed in the Club Sports Matching Funds Account or an Alumni Account. These funds can be expended, as the club deems necessary.
ALCOHOL CANNOT BE PURCHASED WITH FUNDS FROM EITHER MATCHING FUNDS, ALUMNI ACCOUNTS, or FUNDS GENERATED THROUGH DUES, FUNDRAISERS, DONATIONS, OR ANY OTHER METHOD OF FUNDING DESIGNATED or INTENDED TO BE USED FOR THE FUNCTIONING OF THE CLUB.

Club Sports Accounts are considered State and University accounts. The money from these accounts can only be spent according to university regulations. Common expenditures from these accounts are:
1. Approved travel expenses (gas, airfare, hotel, etc.).
2. League or conference membership dues.
3. Tournament entry fees.
4. Officiating fees.
5. Coach’s Salary (not to exceed $5,000.00)

There is a portion of all student fees that are set aside for equipment purchases. Equipment expenditures must be requested by the executive board of your club and approved by the Coordinator of Club Sports. All equipment purchases greater than $500.00 shall go through a big process.

DONATIONS

Ex-members of a viable Louisiana Tech University Club Sports may wish to donate funds or equipment specifically to that program. Club Sports have the ability to generate income through gifts.

In order to insure that individuals wishing to donate receive the tax benefits of donating to the program and that clubs receive the gift as desired by the donor, the procedures outlined below must be strictly followed.
1. Register all on or off campus fundraising activities with the Coordinator of Club Sports and the Office of Student Activities as necessary.
2. After being notified that your fundraising activity has been approved, you can begin your event.
3. Avoid cash donations. Checks are preferred. If cash is accepted, be sure to give the donor a receipt and get his/her name and address.
4. Checks should be payable to: “Louisiana Tech University Club Sports Program.” Memo the appropriate Club Sport Organization.
   a. Accept checks payable to “Louisiana Tech University” only if there is an attached letter specifying the donation is made to your club.
   b. Avoid checks made out to the club itself. Clubs are not considered “Charitable Organizations” by the IRS and the donation is NOT tax deductible.
5. If possible, letters outlining the donor’s wishes should accompany all donations. The donor should generate these letters.
6. Donations and letters should be delivered or sent to:

   Your Club Name
   c/o Coordinator of Club Sports
7. Letters of appreciation should be sent by clubs receiving donations. The money will be deposited into the Club Sports Alumni account.

8. Regarding donations of equipment:
   a. No equipment will be accepted without prior approval from the Coordinator of Club Sports.
   b. Obtain a letter from the donor stating the equipment is in good condition and his/her desire to donate it to your club.
   c. The item must be inspected by a knowledgeable club member to judge its condition and suitability for use. (Complete a NOTICE OF INSPECTION which is self generated)
   d. Pictures of the item should be taken and kept as proof of condition.
   e. Appropriate storage or housing space on campus must be located.
   f. The Coordinator of Club Sports will issue a decision accepting or rejecting the gift.
   g. If accepted, the item or animal will be put on the Club Sports Program’s Inventory and the receiving club should send letters of appreciation.

**EQUIPMENT**

Equipment purchased with Club Sports allocations belongs to the University and is assigned for use to clubs. Such equipment remains the property of Louisiana Tech University and cannot be sold or traded by any member of any Club Sport regardless of size, value, condition, or perceived significance of the item.

All personal equipment (EXCEPTION: protective equipment) must be purchased by individual club members and remains the property of the individual. Other equipment purchased by any individual member of a Club Sport shall retain possession of the equipment.

Each club is required to have an equipment manager or any member so designated who shall have responsibility for:

1. Checking out equipment from the Coordinator of Club Sports for use during the year.
2. Issuing equipment to club members.
3. Maintaining and repairing equipment as necessary.
4. Outlining the possible need or replacement of equipment.
5. Submitting an inventory report by the dates listed for each quarter.
6. Submitting purchase requests when new equipment is needed. Only the club’s President, Vice President, and Equipment Manager are allowed to formally request the purchase of new equipment.
7. Recalling equipment from club members at the end of the club year or as the equipment is no longer needed.
8. Returning equipment to the Coordinator of Club Sports for on campus storage between quarters.
THE CLUB WILL BE BILLED FOR LOST, STOLEN, OR DAMAGED EQUIPMENT THAT HAS NOT BEEN REPORTED. THE CLUB IS ALSO LIABLE FOR EQUIPMENT THAT IS NOT RETURNED.

Purchasing: A club may request funds from the Club Sports Program account or with the club’s matching funds account. The club’s President, Vice President, and Equipment Manager (with the input of the club’s coach) shall approve all equipment requests in advance. The request is presented to the Coordinator of Club Sports for approval.

Clubs wishing to use their matching funds account to purchase equipment shall:
1. Investigate reputable vendors and secure cost estimates. Catalogs may be available in the Lambright Intramural Sports Center.

2. Submit a request to the coordinator of Club Sports.
   You must supply the names of three vendors whose equipment you would be happy with. Otherwise, we will assume it doesn’t matter.

Item descriptions must be SPECIFIC AND DETAILED (number, sizes, colors, dimensions, material, brand name, catalog number, etc.) to insure receipt of the desired item(s).

NOTE: It takes time to process purchase orders. The University is required by state law to solicit bids for any purchase of more than $500.00. The bid process takes 2-3 weeks. Once a bid is accepted and the equipment ordered, it takes 6-8 weeks for delivery. You are advised to submit purchase requests approximately 3 months prior to its need.

Prior to its issue to a club, all capital equipment will be marked with an inventory number for identification by the Intramural and Club Sports Department. Efforts shall be made by the equipment manager to mark all other equipment as it is received from purchasing.

Issue of equipment: New equipment in storage will be issued to the club equipment manager or designated club officer. The individual signing the checkout form will be responsible for the item’s return, or reporting it lost or damaged. Clubs are responsible for the maintenance and repair of all equipment issued for use. Damage, theft, or loss should be reported to the Coordinator of Club Sports immediately.

Storage: The club’s equipment manager is responsible for knowing where club equipment is being stored during the year. Storage space is available in the Lambright Sports Center. All club equipment must be returned to the Coordinator of Club Sports for summer storage on campus by the last Friday of the Spring Quarter. Equipment will be re-issued to clubs as they become active.

Borrowing Equipment: The Campus Recreation Department has equipment items available for checkout by clubs (e.g. cones, chalkier, tape measures). A club wishing to borrow equipment must fill out an equipment request form and submit it to the Coordinator of Club Sports within 72 hours of its use. Equipment will be issued on a first come basis. Arrangements for equipment pick-up and return will be made at that time.
MISCELLANEOUS INFORMATION

CONTRACTS

All contractual arrangements by Club Sports for competition or for any other purpose must be made in the name of the club and not in the name of the Intramural and Club Sports Program or Louisiana Tech University. Any agreement entered into by the club is not binding upon the Intramural and Club Sports Program or the University. No club may enter into an agreement with a guarantee of funding from the University.

PUBLICITY

Publicity is important to all clubs for attracting new members and informing people on and off-campus of club activities and accomplishments. The most effective approach to publicity is through a variety of methods so clubs are encouraged to use all avenues of exposure, including but not limited to:
2. Radio - KRUS, KXKZ, KNOE, KPCH, KLPI
3. Television – Tech TV (contact the Housing Office), KNOE (Channel 2 and Channel 4 Cable TV)
4. Signs, flyers, and posters (only recognized student organizations may post flyers on campus after receiving approval in the Student Activities Office and Student Housing Office).
5. Bulletin boards, kiosks, dormitories, and display cases on campus (get approval in the Student Activities Office and Student Housing Office).
6. See the Coordinator of Club Sports for assistance.

The best publicity is clear, readable, attractive, and informative. Unique, fresh, and clever methods of promotion will usually rally more support. Take the time to develop eye-catching publicity and well-organized promotions.

COACHES AND INSTRUCTORS

It is the club’s responsibility to secure the services of an instructor or coach for its team. Club members must find a qualified sponsor who meets the club’s specified requirements and is able to abide by the rules for coaches and instructors outlined below. The selection of a coach or an instructor is subject to the approval of the Coordinator of Club Sports. Coaches/Instructors may be paid if funds are available in that sport. The payment limit for coaching will be $5,000.00 per year or as approved by the Club Sports Coordinator. The amount will come out of the individual clubs matching funds account (The club will pay 50% - sports club matching funds 50%).

Coaches/Instructors – Club Sports requiring the temporary services of an instructor should seek a knowledgeable person within the specific area of instruction. The chosen individual should be certified as an instructor in that sport. If a club wishes the services
of a coach, members should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability.

**Important Note** - It is the responsibility of the Coordinator of Club Sports to promote a safe and secure environment for student athletes in the Club Sports Program. In the spirit of security, coaches and instructors are required to abide by the regulations outlined below:

1. The selected coach/instructor and the club’s president shall meet with the Coordinator of Club Sports to discuss their responsibilities to the club and pertinent rules of the Intramural and Club Sports Department. The coach/instructor shall be aware of and follow all University and Departmental procedures relative to the Club Sports Program. Each coach/instructor shall have their contact information on file in the Club Sports Office. It is the responsibility of each club to keep current contact information on their coaches/instructors.

2. The coach/instructor shall be involved strictly with coaching/teaching the team in practice and competition and must refrain from participating in other areas of club management. However, the coach is encouraged to be familiar with all club activities. It is vital that the coach remain an integral part of the relationship between the club and the Club Sports Program.

3. Club business matters (hosting tournaments, submitting forms, requesting facilities and equipment) must be handled by club members. The coach/instructor may serve in an advisory capacity and assist in the implementation and execution of events in order to ensure their operation. Coaches/Instructors are encouraged to develop a relationship between themselves and the Coordinator of Club Sports. This will help the coach/instructor to become more familiar and comfortable with Department policies and guidelines.

4. Coaches and instructors are required to refrain from discussing sports club matters with anyone but the club and the Coordinator of Club Sports.

5. Participation in the Club Sports Program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.

6. Recruiting new members for a particular Club Sport shall be permissible during University orientations, University sponsored recruiting events, and any time special permission is granted through the Club Sports Department and Office of Student Life. The recruitment of individuals off University grounds shall follow the guidelines below:
   a. No recruiting travel expenses are reimbursable through any Club Sports account. All expenses accrued by a club wishing to recruit off campus (out of town, out of state) individuals shall be funded solely by the members of the club.
   b. No special favors of any kind (financial compensation, reduced admissions fees, academic favoring, etc.) may be promised, issued, or suggested.
c. Reducing the annual dues for a prospective member is prohibited. This constitutes financial rewarding, which is expressly forbidden.
d. Under no circumstances shall any club attempt to recruit an individual who is currently not a U.S. citizen and living outside the United States. If a club wishes to recruit international students, it may contact the International Student Office for assistance.
e. Reimbursement of a prospective recruit shall not be allowed. Any expenses incurred by a recruit may not be reimbursed through any sports account available or individual member of a particular club. This constitutes financial awards.

The Intramural and Club Sports Department has an obligation to protect the interests of the University and organizations within. It is in this interest that the Coordinator of Club Sports shall confirm or deny an individual the privilege of working in any aspect of a club’s organization or function. If in the Coordinator of Club Sports opinion the club is being neglected or misled by the coach/instructor or if the coach/instructor is not working in the best interests of the club, he/she will be relieved of all coaching and/or teaching functions by the Coordinator of Club Sports.

**Recommendations for Coaches** - Coaches are not only obligated to instruct, condition, and motivate players, but also to protect their safety. Therefore, coaches should be concerned with the risk of exposure to liability as a result of serious injury. It is recommended that coaches purchase travel, medical, and liability insurance. In addition, coaches shall take all necessary steps to reduce the risk of injury and liability. **Approved coaches shall posses a valid CPR certification while working with Club Sports, which shall be filed in the office of the Coordinator of Club Sports.**

**ADVISOR**

The Coordinator of Intramurals and Club Sports shall act as Faculty Advisor to all recognized Club Sports Organizations. This is to ensure that all clubs are following the guidelines and principles required of a Campus Organization as well as a Club Sport Organization. The Coordinator will assist the Clubs with all matters concerning budgets, travel expense forms, etc. The Coordinator is knowledgeable of all departmental policies and guidelines and will streamline the paperwork process in an effort to make the program more efficient for clubs to gain access to required funds and facilities.
APPLICATION FOR CLUB SPORTS STATUS

NAME OF CLUB: _____________________________________________

PRESIDENT: ________________________________________________

RECOGNIZED CAMPUS ORGANIZATION BY STUDENT ACTIVITIES: YES or NO

DIRECTOR OF STUDENT ACTIVITIES SIGNATURE____________________  (Barry J. Morales)

DATE CHARTERED: _______________

NUMBER OF MEMBERS: __________

SPORT PLAYED: ____________________

AMOUNT OF DUES: $________

NATIONAL (OR OTHER) AFFILIATION: ________________________________

CONTACT PERSON: ______________________________________________

PHONE: (___) ___-_____

ADDRESS: ____________________________

Page 1 of 2
## MEMBERSHIP LIST

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CLUB OFFICER INFORMATION

CLUB NAME: _____________________________

QUARTER/YEAR: FALL WIN SPR SUM 20__

CLUB SPORT REPRESENTATIVE to CLUB SPORTS ASSOCIATION MEETINGS:

NAME: __________________________ CWID: ___ - ___ - ___
PHONE: (___) ___-_____
ADDRESS: _____________________________

PRESIDENT:

NAME: __________________________ CWID: ___ - ___ - ___
PHONE: (___) ___-_____
ADDRESS: _____________________________

VICE-PRESIDENT:

NAME: __________________________ CWID: ___ - ___ - ___
PHONE: (___) ___-_____
ADDRESS: _____________________________
TREASURER:
NAME: __________________________ CWID: ___ - ___ - ___
PHONE: (___) ___-____
ADDRESS:

SECRETARY:
NAME: __________________________ CWID: ___ - ___ - ___
PHONE: (___) ___-____
ADDRESS:

OTHER:
NAME: __________________________ CWID: ___ - ___ - ___
PHONE: (___) ___-____
ADDRESS:

OTHER:
NAME: __________________________ CWID: ___ - ___ - ___
PHONE: (___) ___-____
ADDRESS:
COACH CONTACT INFORMATION

CLUB NAME: ______________________________

QUARTER/YEAR: FALL  WIN  SPR  SUM  20__

SPORTS CLUB PRESIDENT:________________________

COACH’S NAME: ____________________________ CWID /SSN: ___ - ___ - ___

HOME PHONE: (___) __-____

WORK PHONE: (___) ___-____

CELL PHONE: (___) ___-____

ADDRESS:_______________________________________________________
________________________________________________________________

EMERGENCY CONTACT INFORMATION

NAME:________________________ RELATIONSHIP:____________________

HOME PHONE: (___) ___-____

WORK PHONE: (___) ___-____

CELL PHONE: (___) ___-____

ADDRESS:_______________________________________________________
________________________________________________________________

CPR Certified:  Yes  No
RISK AGREEMENT

State of Louisiana
Parish of Lincoln

ASSUMPTION OF RISK

In consideration of the ______________________ (Club Name) of Louisiana Tech University: Louisiana Tech University, and the faculty, staff and club officers, hereinafter referred to as Organizers, allowing the undersigned, hereinafter referred to as Participant, to engage in various athletic endeavors, including but limited to athletic games, events, meets, practice sessions, and conditioning sessions, and activities incidental thereto, the undersigned agrees to the following:

1. Participant recognizes and understands that certain risks of harm are inherent and that there is a danger involved that cannot be fully foreseen and over which sponsor has no control, which could result in property damage, bodily injury or death.

2. PARTICIPANT UNDERSTANDS THAT THERE ARE DANGERS AND INHERENT RISKS IN PLAYING OR PRACTICING TO PLAY IN ANY SPORT INCLUDING (CLUB NAME) BUT ARE NOT LIMITED TO DEATH, SERIOUS NECK AND SPINAL INJURIES WHICH MAY RESULT IN COMPLETE OR PARTIAL PARALYSIS, BRAIN DAMAGE, SERIOUS INJURY RELATED TO THE EYE AND/OR HEAD, SERIOUS INJURY TO VIRTUALLY ALL INTERNAL ORGANS, SERIOUS TO ALL BONES, JOINTS, LIGAMENTS, MUSCLES, TENDONS, AND OTHER PARTS OF THE MUSCULAR/SKELETAL SYSTEM, AND SERIOUS INJURY OR IMPAIRMENT TO OTHER ASPECTS OF MY BODY AND GENERAL HEALTH AND WELL BEING.

3. The Organizers strongly suggests that the Participant seek medical advice prior to engaging in any part of the various athletic endeavors, including but not limited to athletic games, events, meets, practice sessions, and conditioning sessions, and activities incidental thereto.

4. Participant agrees to assume all risks and responsibility for any and all claims for damages, including personal injury or death, medical expenses, disability, lost wages, loss of earning capacity and property damages which may be incurred by Participant while Participant engages in athletic games, events, meets, practice sessions, conditioning sessions, and travel from September 1, 2007 through August 31, 2008.

5. I have read the above agreement and foregoing and have willingly signed the same for the consideration expressed and with a full understanding of its purpose. Participant represents that he/she is 18 years of age or older and otherwise competent to execute this instrument, or that his/her guardian is also signing this agreement.

Club: _______________________________________________________________________________
Printed Name: _______________________________________________________________________
CWID: ______ - ____ - _______
Signed Name: ___________________________ DATE: __________________
Phone Number: (_____) ______ - _______
Check One: Currently enrolled Louisiana Tech Student: ________ Associate Member: ________
Minor: Y/N Date of Birth: ________________
In case of emergency, my nearest of kin or legal guardian is:
Name: _______________________________________________________________________________
Phone: (____) _____ - _______
Address: ___________________________________________________________________________
PLAYER PROFILE

Required for all members of Club Sports at the beginning of the Fall Quarter
All new members accepted during the year are required to submit this form

Club Sport: ________________________ How long have you been a member? _____

Name: __________________ CWID: ______________ Email: ______________

Birth Date: _______ Age: _______ Classification: ____________

Permanent address:
Street & Number: ______________ City: ______________ State: ___ Zip: ________

Home phone: ________________ Cell#: ______________

Local address:
Street & Number: ______________ City: ______________ State: ___ Zip: ________

Emergency Contact Information: Preferably parents. This is for emergencies only.

Mother’s name: ________________ Home#: __________ Cell#: ____________
(Is your mother your primary contact? YES NO)

Father’s name: ________________ Home#: __________ Cell#: ____________
(Is your father your primary contact? YES NO)

Other (not a parent):
(Is this your primary contact? YES NO)

Name: ________________ Home#: __________ Cell#: ____________

Relationship: ______________

This form is used as a contact information sheet for each member of a Club Sport. It is important that emergency contact information be kept on record for the safety of the Club Sports members. Please keep the Club Sports office abreast of any contact information changes as necessary. All information contained herein will be kept confidential and will only be used in the event of an actual emergency. All files are located in the office of the Director of Intramurals and Club Sports. All information is available to the individuals as per request.
BUDGET SHEET

CLUB: _____________________________________

TREASURER: ________________________________

TREASURER SIGNATURE: ________________________ DATE: ________

ANTICIPATED INCOME

CLUB DUES/ # OF MEMBERS _______ X ANNUAL DUES = ____________

FUND-RAISERS

NAME ___________________ LOCATION ___________________ = __________

NAME ___________________ LOCATION ___________________ = __________

NAME ___________________ LOCATION ___________________ = __________

TOURNAMENTS

DATE ________________ FACILITY ________________ = __________

DATE ________________ FACILITY ________________ = __________

DATE ________________ FACILITY ________________ = __________

INSTRUCTION CAMPS

DATE ________________ FACILITY ________________ = __________

DATE ________________ FACILITY ________________ = __________

DATE ________________ FACILITY ________________ = __________

TOTAL INCOME = __________
EXPENDITURES

TRAVEL (see Estimated Expense worksheet) =

HOME TOURNAMENTS (if no profit is expected) =

DUES
National Organization: ______________________________ = _________
Regional Organization: ________________________________ = _______
COACHES SALARY (clubs decision - maximum of $5000.00) = __________

TOTAL EXPENDITURES = _________________

NOTE: Total income must equal to 50% of total expenditures

OFFICE USE ONLY
TOTAL AMOUNT MATCHED BY CLUB SPORTS PROGRAM = ________________

_______________________________________         _______________
Signature of Coordinator of Club Sports         Date
MONTHLY REPORT

CLUB: ________________________________    MONTH: ______

PREPARED BY: __________________________________________________

PHONE: (____) _____ - _______

NUMBER OF NEW MEMBERS: _________

AMOUNT OF MONEY COLLECTED: $ _______

DETAILED SUMMARY OF CLUB FUNCTIONS PLANNED FOR NEXT MONTH:

PLEASE GIVE A DETAILED SUMMARY OF EACH ACTIVITY OCCURRING LAST MONTH. REMEMBER TO GIVE SCORES, TIMES, WEIGHTS OR OTHER IMPORTANT INFORMATION:
EQUIPMENT LOAN FORM

NAME:_____________________________________________________________

PHONE: (____) ____ - ______  CWID:______________________________

ADDRESS:________________________________________________________

DEPARTMENT OR ORGANIZATION: ___________________________________

MATERIAL BORROWED:_____________________________________________

DATE BORROWED

I certify that I have borrowed the above-mentioned items for the Lambright Intramural Sports Center. I understand that I will return the items by ____________ (time) on ____________ (date). I also understand that I must return these items to the Director of Club Sports or Director of Facilities. I also understand that it will be assumed by the Sports Center personnel that the items have not been returned if this form is not completed.

____________________________________________________
Signature of Borrowing Authority

___________________________
Date

The above-mentioned items have been returned to the Intramural Complex in satisfactory condition.

____________________________________________________
Signature: Coordinator of Club Sports or Proper Authority

___________________________  COMMENTS: (Damage, returned condition, etc…)
Date
# INVENTORY OF EQUIPMENT

**QUARTER:** FALL  WINTER  SPRING  SUMMER  20__

**CLUB________________________**

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_______________________________  _________________
Club Equipment Manager Signature  Date

_______________________________  _________________
Coordinator of Club Sports  Date
APPLICATION FOR CLUB SPORTS TRAVEL

ESTIMATED EXPENSES
MUST BE TURNED IN 30 DAYS BEFORE DEPARTURE DATE

NAME OF CLUB: __________________________ DEPARTURE DATE: ____

NUMBER OF STUDENTS WENT: ___________ RETURN DATE: ________

NUMBER OF FACULTY WENT: ____________

LODGING LOCATION: __________________________________________

LOCATION OF EVENT: __________________________________________

EMERGENCY PH.: ______________________________

ROUND TRIP DISTANCE: _________________________________________

TYPE OF TRAVEL (circle one): Com. Carrier   Personal Auto   Vehicle Rental

ITINERARY

GIVE ACTUAL INFORMATION HERE

Departed: Day:   S/M/T/W/R/F/S   Date: ________   Time: ________ A/P

          Day 2

          Day 3

          Day 4

Returned: Day:   S/M/T/W/R/F/S   Date: ________   Time: ________ A/P

EXPENDITURES

1. Total Fuel Cost = [(# of miles traveled _______ ÷ _____MPG) x ______ price per gallon] x # of cars = $________

2. Auto $______________ (daily rate) X ___________ (#of days) = $

3. Hotel $ _____________ (cost of room) X _____(#of rooms) X _____(# of nights) = $

4. Athlete’s Entry Fees + Team Entry Fees =
   Individual ___________ (#of students) X $______________ (Fee) + Team Entry Fee = $

5. Air Fare (if needed) __________(#of students) X ________(cost of ticket) = $

6. Miscellaneous

   = $

TOTAL EXPENDITURES = $
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CHECK ADVANCE ___________ UNIVERSITY CHECK# _______

NOTE: INVOICES ARE REQUIRED FOR EACH CHECK SIGNED

Page 2 of 2
Club Sport Travel Agreement

Club Sport ______________________________

Departure Date __________ Location ________________ Time __________

Number of Drivers _______ Round Trip Mileage _______ Number of Hours ___

Do you have any on route rest stops planned for travel lasting more than 8 hours? ____

If you are planning a trip that requires a drive time greater than 8 hours, you are required to sign a liability agreement stating that you understand the hazards associated with driving more than 8 consecutive hours. This also includes traveling beyond 10:00pm. You are required to have at least 2 eligible drivers per vehicle.

Do you plan on driving past 10:00 pm? ____

Will you have 2 drivers per vehicle? ____

Does each vehicle have a roadside kit onboard? ____

Does each vehicle have a first aid kit onboard? ____

The Club Sports Program requires each vehicle to have current registration and all required paperwork in perfect order. You are reminded that you travel at your own risk and Louisiana Tech University assumes no liability of accidents or injuries resulting from negligent actions or failure to follow rules of safe traveling for any Club Sport participant while traveling to or from an event. It is in the best interest of each driver to know their limitations while driving more than 8 hours, at night, or under less than perfect road conditions. You are encouraged to make good decisions concerning driving at night and if need be, stop at a motel and continue the drive after you are adequately rested.

It is in the interest of your safety that you are made aware of possible hazards faced during travel longer than 8 consecutive hours. Do not ignore warning signs such as nodding off at the wheel, swerving, excessive yawning, or any other sign or symptom pointing to driver’s fatigue.

Signed __________________________ Date __________________
President of Club Sport

Signed __________________________ Date____________________
Coordinator of Club Sports
REIMBURSEMENT FOR ACTUAL EXPENSES
MUST BE TURNED IN WITHIN 7 DAYS AFTER TRIP

NAME OF CLUB: __________________________  DEPARTURE DATE: _____

NUMBER OF STUDENTS ATTENDING: __________  RETURN DATE: _______

NUMBER OF FACULTY ATTENDING: __________

LODGING LOCATION: _______________________________________________

LOCATION OF EVENT: ____________________________________________

EMERGENCY PH.: __________________________

ROUND TRIP DISTANCE: _______________________________________

TYPE OF TRAVEL (circle one): Com. Carrier   Personal Auto   Vehicle Rental

ITINERARY

GIVE ACTUAL INFORMATION HERE

Departed: Day: S/M/T/W/R/F/S  Date: ________  Time: ________ A/P

   Day 2

   Day 3

   Day 4

Returned: Day: S/M/T/W/R/F/S  Date: ________  Time: ________ A/P

EXPENDITURES

1. Fuel Expenditure = $ _______ (sum of all fuel receipts)
   All original fuel receipts are to be turned in with this form.

2. Auto $ __________ (daily rate) X ________ (#of days) = $

3. Hotel $ __________ (cost of room) X _____(#of rooms) X _____(# of nights) = $

4. Athlete’s Entry Fees + Team Entry Fees =
   Individual _________ (#of students) X $ ____________ (Fee) + Team Entry Fee = $

5. Air Fare (if needed) ______ (#of students) X ______ (cost of ticket) = $

6. Miscellaneous

   = $

TOTAL EXPENDITURES = $
### ACTUAL LIST OF ALL CLUB MEMBERS WHO TRAVELED

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**NOTE:** INVOICES ARE REQUIRED FOR EACH CHECK SIGNED
CLUB RECEIPT

* Clubs must use the following receipt form if they do not have a receipt book.
* All blanks must be filled in.
* If you wish to be reimbursed for an entry fee, you must attach a copy of the flyer and the receipt to be eligible for reimbursement.
* Only original receipts (no photocopies of originals) will be accepted.
* Clubs cannot be reimbursed, only the treasurer. The treasurer will disburse money accordingly.
* Individuals who require reimbursement will be eligible upon completion of the above criteria.

DATE __________________________ TOURNAMENT __________________________

I HAVE RECEIVED $___________________________ (TOTAL AMOUNT OF MONEY)
FOR __________________________ (ITEMS/REASON). THE MONEY WAS
PAID TO ME BY
______________________________ (CLUB OFFICER) ON BEHALF OF THE
______________________________ (NAME OF CLUB).

NAME OF PERSON RECEIVING THE MONEY:
______________________________ (PLEASE PRINT)

SIGNATURE OF PERSON RECEIVING THE MONEY:
______________________________

POSITION ____________________ PHONE ______________

ADDRESS __________________________

________________________________________________________________________

________________________________________________________________________

TOURNAMENT (IF APPLICABLE) __________________________
RECEIPT FOR INDIVIDUAL ENTRY FEES

* Clubs must use the following receipt form if they do not have a receipt book.
* All blanks must be filled in.
* If you wish to be reimbursed for an entry fee, you must attach a copy of the flyer and the receipt to be eligible for reimbursement.
* Only original receipts (no photocopies of originals) will be accepted.
* Clubs cannot be reimbursed, only students that belong to the club.

DATE ___________________________ TOURNAMENT _________________________

I HAVE RECEIVED $___________________________ (TOTAL AMOUNT OF MONEY) FOR _______________ (ITEMS/REASON).
THE MONEY WAS PAID TO ME BY:
_________________________________________ (CLUB OFFICER)
ON BEHALF OF THE:
_________________________________________ (NAME OF CLUB).

THOSE PEOPLE PAYING ENTRY FEES WERE:

NAME __________________ AMOUNT $ __
NAME __________________ AMOUNT $ __
NAME __________________ AMOUNT $ __
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NAME __________________ AMOUNT $ __

NAME OF PERSON RECEIVING THE MONEY:
_________________________________________ (PLEASE PRINT)

SIGNATURE OF PERSON RECEIVING THE MONEY:
_________________________________________

POSITION ___________________ PHONE ______________
ADDRESS __________________________________________
__________________________________________
Instructions: This form must be completed and returned to the Coordinator of Club Sports no later than seven days before the event. Failure to do so may result in event disapproval and/or ineligibility for matching funds.

Club Sport Name____________________________________________Request Matching Funds__Yes___No
Person in charge of event:
Name_________________________________________CWID__________________Phone__________________
Address__________________________________________________________Email______________________________
City State Zip
Date of Fundraiser_____________________Time of Fundraiser_____________am/pm______________am/pm
Fundraiser Venue__________________________________________________________
If on campus facilities are required, please attach an approved facilities request
If off campus facilities are required, please attach an approved memo stating permission from facility representative
Fundraiser Venue (off campus)_____________________________________________
Name______________________________Adress_________________Phone___________________________
Describe, in detail, the nature of the fundraising event:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Is the Club Sport in good standing as a Student Organization? __Yes___No
Is the Club Sport in good standing as a Club Sport? __Yes___No
Signature of Coordinator of Club Sports________________________________________Date__________
Signature of Activities Director________________________________________________________Date__________
Signature of Dean_______________________________________________________________Date__________
Signature of Law Enforcement (if required)________________________________________Date__________


### Policies of Reprimand/Conduct

1. Clubs are expected to function in a mature and responsible manner, both on and off campus, and in all club related activities in accordance with the club constitution, the Club Sports Handbook, and the Louisiana Tech University Student Handbook.

2. Clubs and/or individual members may face disciplinary action for inappropriate conduct on or off campus while participating in any club activity.

3. Spectators are welcome at club related activities, but do not have use of facilities.

4. No alcoholic beverages are permitted in or on Campus Recreation facilities. It is the club’s responsibility to monitor these situations, including the spectators. Club activity may be delayed or canceled until the problem is corrected.

5. The club may be subject to probation and/or suspension, with all funds frozen and all activity postponed if the proper University rules and regulations are not adhered to. The Club Sports Coordinator will notify the club in writing of this action.

### VISITING TEAMS

Visiting teams or competitors may be permitted one-time use of shower and locker room privileges. Any charges for the services will be assessed to the hosting Louisiana Tech University Club Sport including lost or stolen equipment by the visiting club as well as damages they may cause. To secure usage of shower facilities, you will need to contact the Coordinator of Club Sports and fill out a Campus Facilities Request form 7 days prior to usage. It is also the responsibility of the host club to see that visiting clubs are informed of the Louisiana Tech University No Tolerance alcohol policy and the enforcement of that policy.

### SPECTATORS

Spectators are welcome at club-related activities. The collection of donations or establishment of admission fees must have the prior approval of the Coordinator of Intramurals and Club Sports. Likewise, it is the responsibility of the Club Sport to ensure that all spectators adhere to the policies regarding facility usage during each event.

### STANDARD OF CONDUCT

Individuals must conduct themselves in a manner which promotes the reputation of the University. This includes behavior in practice and all club activities. Inappropriate conduct includes misuse of equipment and facilities (including failure to use reserved space, failure to reserve facilities, and/or neglect of facility-use procedures, i.e. leaving debris or equipment in a facility) or other actions which could jeopardize the club's continued status as a recognized campus organization. Upon learning of violations or misconduct by club members, the Club Sports Coordinator will call a meeting with the individuals involved and the club officers. Club members will be provided an opportunity to respond to all allegations. The Club Sports Coordinator will then take action which he/she feels is necessary and/or appropriate, including referring the matter to other authorities such as the Student Organizations Committee. The club may be placed on probation, have its Club Sports recognition terminated, and/or have its
allocated funds frozen. The decision of the Club Sports Coordinator may be appealed following Student Handbook procedures.

**STUDENT ATHLETE & TEAM CONDUCT**

Club Sports participants and teams should conduct themselves in a positive manner as to reflect credit upon their Club, themselves, and Louisiana Tech University. Club members should show proper decorum on and off the field whether at home or traveling. Members should treat others with courtesy and respect. Please remember that what you do as a club reflects upon its members and Louisiana Tech University. Disciplinary action may be taken against any individual or club who displays a disregard for the policies set forth by the Club Sports Program. Policy is not subject to or limited by the limitation of the following outline. Actions may be considered in violation of conduct policy even if they are not listed below. Individuals and/or clubs shall not participate in organized Club Sport activities while on probation or if an appeal is pending.

It is important to remember that individual conduct reflects upon the club, the Club Sports Program, and Louisiana Tech University. While individuals have a responsibility to act in accordance with established guidelines concerning University conduct, Club Sports bear sole responsibility for the actions of their members.

The following actions by an individual or club shall result in a SUSPENSION from all competitions, practices, and organized club events. The Club Sports Coordinator reserves the right to determine the severity of the infraction and therefore shall determine all sanctions based on careful consideration of the facts presented by all entities involved.

**ALCOHOL/ILLEGAL DRUGS:** Club Sports student-athletes must always remain alcohol and drug free when involved with a club event or function by abstaining from consuming alcohol or illegal drugs. The Louisiana Tech University No Tolerance policy states that no alcoholic beverages of any kind shall be possessed or consumed by students, spectators, or officials while on University property. No member of a club may be in possession of alcohol or illegal drugs immediately before, during or after practice or any other organized event while on University property. Louisiana Tech University reserves the right to monitor any club event and enforce University policy by any means necessary.

The following guidelines are the minimum requirements for Club Sport participants to follow when representing Louisiana Tech University and the Club Sport to which they belong. Visitors to Louisiana Tech University must also follow these guidelines. Therefore all efforts should be made by the hosting club to inform its visitors. These guidelines help to ensure that neither the club nor its club members find themselves in indefensible situations. Violations to the University and Club Sports policy will be sanctioned on an individual case basis.

The possession, use, and/or consumption of alcoholic beverages while on University premises, during official club events, or in any situation sponsored or endorsed by a club must be in compliance with all applicable laws of the University, town/parish, and state. No alcoholic beverages shall be purchased with University funds, nor shall purchases by private funds be undertaken or coordinated by any member in the name of or on behalf of the club. The purchase and/or use of a bulk quantity of alcoholic beverages, e.g., kegs or
trash can punch, is prohibited. No club members, collectively or individually, may purchase for, serve, or sell to a minor (anyone under the legal drinking age) any alcoholic beverage. In all instances where alcohol will be made available on a B.Y.O.B. basis, it must be done with appropriate safeguards to protect against underage or immoderate drinking. Open parties on behalf of your club, meaning those socials with unrestricted access by non-club members with out specific invitation, are prohibited. No alcohol may be present at any Club Sport activity or program. Social functions must be clearly defined and removed from athletic functions. An appropriate number of designated drivers shall be provided for each activity where alcohol will be provided. No club may sponsor, co-sponsor, co-host, or co-finance any social function where the above guidelines are not followed. Adequate food and alternate drinks shall be available throughout the function. Violations of these guidelines may result in University, state, or federal intervention.

**DISTURBING THE PEACE WHILE TRAVELING:** Club Sports 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. Clubs shall abide by all applicable rules, regulations and posted notices, and shall refrain from any actions that may infringe upon the rights of others.

**OFFENSIVE WORDS & ACTIONS:** Harassment and/or hazing of competitors, teammates, officials and/or any University (home or away) personnel is not in keeping with the standards of good sportsmanship and is strictly prohibited. Club members shall refrain from any demeaning activity or behavior that might cause emotional, psychological, or physical harm to an individual or compromise the dignity of that individual. Club Sports are accountable under this policy on all home or away functions.

**DISORDERLY CONDUCT:** Club Sports participants shall refrain from engaging in any unruly behavior during any competition, practice, meeting or other club event (home or away), or while traveling to or from any of these activities. Examples of inappropriate unruly behavior include: (but are not limited to) vandalism, spitting, verbal or physical threats, fighting, or a violation of any local ordinance, rules, and/or regulations where any club event or activity may take place. Clubs shall at all times operate in conformance with applicable rules and regulations of any conference, association, or governing authority.

**FIGHTING:** Student athletes who engage in physical violence such as punching, kicking, and/or retaliating against an aggressor immediately before or after a contest shall be subject to sanctions determined by the Coordinator of Intramurals and Club Sports. Physical aggression and violence against any member of a club, visiting team, or spectator under any circumstance shall be reported immediately to the Louisiana Tech University Police Department as stated by University policy. The Coordinator of Club Sports shall be notified immediately of police involvement by the club involved within 24 hours of the incident.

**EXCEPTION: WHILE ON THE PLAYING FIELD, CALLING AND ENFORCING PENALTIES SHALL BE THE RESPONSIBILITY OF THE GAME REFEREE OR**
OFFICIAL. UNLESS A VIOLATION IS IN DIRECT CONTRADICTION TO UNIVERSITY POLICY, THERE WILL BE NO RESULTING SANCTION.

HARASSMENT OF FACULTY and STAFF: Any member of a club who engages in fighting with or the harassment of a University faculty or staff member shall immediately be placed on indefinite suspension. Louisiana Tech University staff and employees are State Employees and it is a Federal offence to strike, spit on, or threaten them with a in any way. Civil intervention may take place as a result from the above action.

1 Fighting may include only one individual (threatening or aggressive behavior) or more than one if an individual fights back, retaliates, or responds aggressively against an attacker.
2 Suspension shall last until a hearing is conducted and all appropriate disciplinary rulings are satisfied. Depending on the circumstances surrounding the incident, the student or club may be permanently suspended from any future activity.

UNIVERSITY SUSPENSION: An individual who is suspended from Louisiana Tech University for any reason shall also be suspended from all Club Sport participation. Suspended individuals will not be allowed to travel, practice, participate in recruiting, or otherwise club activities.

HAZING/THREATENING: Club Sports shall not participate in any type of hazing as defined as any intentional, or reckless act against another that endangers their mental or physical health or safety. Hazing may result from the actions of one person alone or in association with others which are directed against a student or individual for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include Louisiana Tech University students. Any such actions are prohibited from occurring on or off Louisiana Tech University campus. Threats against another club member, student, faculty or staff whether spoken, written, or otherwise communicated shall be treated as misconduct and investigated by the Coordinator of Club Sports. All necessary steps shall be taken in order to safeguard the well being of any individual who takes any threat seriously.

SEXUAL HARASSMENT: Sexual harassment is defined as any unwanted sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature. In the event a club member is uncomfortable with the advances of University staff or faculty, coaches or fellow students, the Coordinator of Club Sports, Dean of Student Life, or University police should be notified immediately. Strict confidentiality will be maintained in all cases.

SAFETY OF OTHERS: All sport club student-athletes are required to exercise good judgment in care and safety of other participants as well as themselves. All student-athletes must show proper decorum during all club functions. Student-athletes and representatives of the club should treat others with courtesy and respect.

DISCIPLINE: As outlined in campus regulations and policies, student-athletes are subject to the possibility of official Louisiana Tech University Judicial Proceedings and punishment from any Law Enforcement officials if they threaten and/or abuse staff, opponents and/or another participant while on or off-campus.
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 incur disciplinary penalties.

ILLEGAL ACTIVITY: Any Club Sport student-athlete who is arrested by campus, local or federal law enforcement officials will be immediately suspended.

COMMUNICATION: At least one (1) representative must attend all regularly scheduled Club Sports Association meetings. The club is responsible to inform all participants of the parameters of operating procedures for the club. This includes transferring the Club Sports Handbook to his or her successor and making sure they become familiar with it. Club leaders must inform the program staff of any and all officers’ address and phone number changes during the year. Leaders must get advance approval for competition, practice schedules and facility usage.

TRAVEL: No one other than those registered as Club Sports members for the current season are allowed to travel immediately in Club Sport transportation or will be reimbursed for expenses. Violation of this rule will result in immediate suspension. NO EXCEPTIONS.

DISPUTE: Each team on probation gives up the right to dispute its suspension until a hearing of the Student Organization Committee is called related to suspension. A valid dispute must concern either a misapplication or misinterpretation of the policies outlined herein. Questions related to possible discipline or any potential probationary violations should be brought to the attention of the Coordinator of Club Sports immediately.
Addendum

to

Tuesday September 11, 2007

Addendum I: Facebook, My Space, and all other public domain networking web sites.

Students of Louisiana Tech University who use any public domain networking web sites such as Facebook, My Space, or any other public networking site for private, advertisement, organizational, or any other purpose are required to maintain all pictures, advertisements, conversations, wall postings, etc. within the standards set by the University. Any individual or individuals who posts or is posted in pictures, conversations, wall postings, etc. which violate any conduct or behavioral standard of Louisiana Tech University or the Division of Student Affairs are liable to sanctions regarding inappropriate material.

The following shall be defined as inappropriate material and shall be subject to official sanctions if violated (the inappropriate material is not limited to but include the following):

1. Underage drinking – Any individual who is publicized as drinking illegally shall be subject to disciplinary actions or sanctions. Any individual or group of individuals who violate the University No Tolerance alcohol consumption policy or the Boost Alcohol Conscientiousness Concerning the Health of University Students (BACCHUS) policy shall be subject to official sanctions.

2. Any instance where three or more individuals who belong to the same University Organization engaging in any behavior including inappropriate behavior shall be considered a University Organization function. The University Organization shall then become liable for those actions as well and subject to University sanctions.

3. Any lewd behavior considered unbecoming of a Louisiana Tech University student shall be considered inappropriate material. This includes nudity, sexual acts, simulation of sexual acts, etc.

4. Any threats or perceived threats either directly or indirectly (inferred) which are made public through any web site shall be considered an actual threat and any and all steps shall be taken by the University to safeguard the well being of students who feel threatened, intimidated, or endangered in any way.

5. Any publicized defacement or disrespect of University property shall be considered inappropriate behavior.

6. Any and all other conditions, acts, statements, or implications that may be construed or interpreted as inappropriate, unruly, or dangerous behavior shall be
subject to official review either through Student Affairs, Judicial Affairs, or other forms of official sanctions against an individual, individuals, groups of individuals, organizations, or any other entity thereof.

The above clause has been submitted and approved in order to inform students of the liability associated with the use of public domain web sites. The above terms and conditions are in place due to previous infractions made by students and ensuing litigation about the responsibility of the University to make clear that public sites shall be considered proof of any wrongdoing. It is strongly advised that all individuals, groups of individuals, organizations, or associations immediately take down or remove any material deemed, construed, or interpreted as inappropriate behavior. All individuals, groups of individuals, organizations, or associations shall maintain all public sites under these guidelines and understand that official sanctions may be warranted if any of the above conditions are not met or violated.

Emily Essex, Coordinator
Intramurals and Club Sports