



SACRAMENTO
STATE

STUDENT
ORGANIZATIONS
& LEADERSHIP

Get Involved!

STUDENT ORGANIZATION HANDBOOK



2018-2019

California State University, Sacramento

Introduction

Student Organizations & Leadership is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the Sac State community by providing leadership development, spirit, activism, public service, and social and cultural interaction. As a student at Sac State, you have the unique opportunity to participate in a wide variety of activities.

Involvement in student organizations is a great way to connect to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus:

- Ease the transition from one school to another.
- Helps you meet people and make friends with those who have similar interests.
- Involved students are more likely to graduate.
- Involved students feel more connected to the University, the campus, other students, and are more familiar with the resources the University provides.
- Involved students report higher levels of satisfaction with their college experience.
- Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual and social.
- You will gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- You will become knowledgeable about what is happening on campus.
- Build your resume with extra-curricular and leadership development activities.

Student organizations exist to build upon and enrich the classroom experience. Every student is invited to participate in activities and find a place to belong. Student Organizations & Leadership believes involvement outside of the classroom is an important aspect of your education at Sac State. Any student can take the initiative to create a new student organization. There is an organization to meet your needs, whether you arrive at Sac State with outstanding leadership ability or emerging potential.

Student Organizations & Leadership expects that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing Sac State. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult Student Organizations & Leadership for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered by our office. Stop by and visit!

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About The Handbook

The Student Organization Handbook (herein referred to as the “Handbook”) contains official University policies and procedures covering the use of campus facilities and services, rights and responsibilities of student organizations, and University recognition of student organizations. The Handbook is a compilation of information of greatest interest to students, student organizations, and the University community. This Handbook is intended to assist individuals and groups in functioning at a maximum level within the University community. This Handbook provides student groups and individuals with a summary of University regulations as they affect activities and the rights and privileges of student organizations. It outlines the established working relationship between Student Organizations & Leadership and student organizations and individuals in scheduling events, granting recognition to student organizations, and the use of the campus facilities (in general). It also contains information and regulations covering student conduct, social functions, requisitioning procedures, and the fiscal policy of the Associated Students Inc. This Handbook is published by Student Organizations & Leadership. The policies of the State and University are administered by Student Organizations & Leadership. Should you have any questions regarding the policies and procedures contained herein, please feel free to contact Student Organizations & Leadership in our office in the University Union, second floor or call (916) 278-6595.

Changes in this Edition

Each year we attempt to make changes that will improve the services and way we work with Student Organizations at Sacramento State. These areas have been added or improved significantly.

- Update to the Greek New Member Education policy to remove the extension request process, page 20.
- Updates to Sport Clubs Program eligibility, page 70.
- Updates to Sport Clubs Coach and Recreation Club Instructor information., page 88.
- Updates to Concussion Management policy, page 95.
- Updates to Sport Clubs sponsorship policy, page 108.

Other changes made are simply layout or stylistic in nature.

Student Organizations & Leadership Office

As advocates for students, Student Organizations & Leadership contributes to learning, development, and retention by providing opportunities for involvement, leadership, and empowerment through a wide variety of organizations and programs. These experiences nurture campus pride and student success to advance an inclusive and equitable community.

Not all learning on a university campus takes place in the classroom. We are committed to encouraging and helping students become involved in campus life through a variety of leadership programs and more than 300 clubs and organizations.

Through any combination of these activities, students can learn democratic group procedures, expand inclusion and respect for fellow human beings, develop and maintain concern for vital issues, gain an appreciation of the aesthetic and cultural aspects of life, and participate in wholesome recreational activities. Getting involved on campus is a great way to meet people, make lifelong friends and contacts, enrich the total educational experience and makes a large University seem more personal.

We provide a variety of services to clubs and organizations including:

- Organizational Advisement
- Leadership Initiative and Development Programs
- Access to University Resources
- Recognition Processes
- IT Resources and Infrastructure Support via OrgSync
- Conduct Resolution



SO&L is part of the Division of Student Affairs. It is NOT part of ASI or the University Union.

Recognized Student Organization Overview

University recognition is a privilege granted to student organizations by the University. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups. The University supports the formation of and grants recognition to student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. The University believes that such organizations foster valuable experiences for students that often lead to significant learning and development. These students also find a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide opportunities for enhancing personal skills.

Title 5 of the State Administrative Code permits campus recognition of student organizations and states that such recognition may include “allowing the use of campus facilities to any such organization.” The University President generally delegates the authority to administer these and other policies and procedures governing student organizations to certain administrative offices and committees of the University, including Student Organizations & Leadership.

Recognizing the value of these co-curricular activities, the University has established policies for the recognition and governance of student organizations seeking recognition. Recognition of a student organization creates an official relationship with the University. University recognition is granted by Student Organizations & Leadership under the authority of the Vice President for Student Affairs.

- Recognition in no way implies that Sacramento State approves of, supervises, sanctions, or takes responsibility for the actions and activities of the organization.
- The University does not encourage nor condone illegal or dangerous activities, and individuals involving themselves in student organizations do so at their own risk.
- Recognized groups are expected to adhere to this policy document, all other policies of the University, all Trustee policies, and federal, state and local laws.
- In addition, organizations must conduct their activities in keeping with the mission of the University.



Expectations and Standards of Recognized Student Organizations

1. Organizations are expected to obey the laws; local, state and federal. Groups must also operate within the policies and procedures of the University, including the Student Conduct Code (Title 5 Section 41301). [Click here to go to the Student Code of Conduct](#). The purposes of the organization must be consistent with the laws of the State of California and policies developed by the University.
2. The organization must maintain, at all times, a membership of at least five regularly enrolled students in good standing at the University. A maximum of 20% of the members of a student organization may be individuals who are not CSU students, except for social fraternal organizations and sport clubs which must be 100% Sacramento State students.
3. Recognition may be granted to local chapters of national or regional organizations provided the national or regional organization does not deny membership on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This affiliation must be disclosed during recognition renewal and a constitution and bylaws of affiliated organization must be on file with Student Organizations & Leadership.
4. Have officers in good academic standing (2.0 or better) and not on conduct probation.
5. Not advocate, incite or participate in interference or physical disruption of the educational process.
6. A faculty or staff member working more than half-time for the University must agree to serve as an advisor to the organization. Employees of University Auxiliary Organizations are not permitted to serve as student organization advisors as regulated by The California Code of Regulations, Title 5, Article 2. This includes employees of the Bookstore, Campus Catering, University Union, The Well, The Heath Center and University Enterprise employees. Housing employees and federal programs employees are permitted to serve as advisors.
7. As required by Section 41503 of Title 5 of the State Code of Regulations of California, the president of every recognized student organization must sign a statement each year certifying that the organization has no rules or policies which inhibit its acceptance of new members because of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This is done when completing the recognition organization profile renewal or during initial registration.
8. Maintain an active student-centered program. Officers and voting members of the organization must be regularly enrolled students at Sacramento State and the treasurer of the campus organization must be under the control of the student members. Additionally, only Sacramento State students are permitted to hold membership in Sports Clubs and Greek social organizations.
9. Adhere to the organization's own approved constitution.
10. Utilize dues and other membership fees for the express benefit of the organization and the fulfillment of its purpose.
11. Maintain a current roster of their membership through OrgSync.
12. Provide for the safety and general welfare of all members and guests during organization activities.

13. Provide programs and activities in keeping with the social, cultural, recreational and educational mission of the University.
14. Re-register each year by renewing the organization profile on OrgSync, as outlined in the Handbook, and keep a current version of the organization's constitution and current list of officers on file with Student Organizations & Leadership.
15. All organizations wishing to transact monies do so in an account approved by the Chief Financial Officer of the University. At Sacramento State, ASI club accounts are the approved banking service. If collecting money, funds MUST be maintained in an ASI on-campus club account.
16. Use of the University name within a club name is NOT permitted. Recognized organizations are permitted to use the name of California State University, Sacramento, Sacramento State, or Sac State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University. Thus, the "Social Club of Sac State" would be correct, but the "Sac State Social Club" would not.

Student Organization Status

Recognized Status

Organizations who meet the recognition requirements and maintain compliance with campus policy receive all of the benefits of University recognition. These include:

- Assistance from Student Organizations & Leadership
- Use of University and University Auxiliary organizations, facilities, services and resources according to established policies, including the use of a student organization mailbox
- Participation in University activities and programs
- Eligibility for ASI funding in compliance with the ASI fiscal policy

Suspended Status

Organizations failing to complete the renewal process by the September 30th deadline will be placed on suspension. Organizations on suspension can no longer make room reservation requests or apply for Dollars for Organizations and Clubs (DOC) through ASI. While on suspension, existing room reservations and funding will not be cancelled. To be removed from suspension status, organizations must complete the late renewal process. This status may also be used when investigating or addressing student organization conduct matters.

Inactive Status

Organizations failing to complete the late renewal process will be placed on inactive status. Room reservations will be cancelled and previously awarded and unused monies will be withdrawn from inactive organizations and may be reassigned to other registered organizations. To be removed from inactive status, organizations must follow the late renewal process.

Not Recognized/ Recognition Removal

Organizations who have their recognition removed by Student Organizations & Leadership do not

have access to any of the benefits of recognition which are outlined in this Handbook. Questions about recognition removal should be directed to the Student Organizations & Leadership office.

Recognized Organization Categories

Types of student organizations recognized by the University include:

Academic: Organizations are centered within an academic department or program at Sacramento State. These groups are led by students and often sponsored by faculty members.

Cultural: Organizations facilitate the maintenance of and/or education relating to customary beliefs, social norms, and traits of a racial, ethnic, or social group.

Campus Program Clubs: Organizations focus on supporting campus programs. These clubs are led by students and sponsored by non-academic program departments.

Fraternities and Sororities: Greek letter social organizations, including both general and culturally-based organizations, create smaller communities within the larger University environment for the purposes of facilitating growth in the areas of scholarship, personal and leadership development, campus involvement and community service.

Political: Organizations based around organized political parties, or to advance political or social understanding.

Recreation Clubs: Organizations focusing on recreational activities that include: activities, games, sports, hobbies, and more.

Religious: Organizations serve as a support for students of a particular religious faith or denomination.

Service: Organizations providing experiential learning opportunities for students in the area of community service and civic engagement. This area includes Co-ed Service Fraternities.

Special Interest: Organizations that focus on a topic of interest that does not fit into another category are included under special interest. This diverse category includes activity organizations, social organizations, and more.

Sport Clubs: Organizations that compete against other universities in sport leagues, conferences, and tournaments at the local, regional, and national level.

University Sponsored Org/ Honorary: To recognize academic accomplishments and/or leadership contributions, and/or co-curricular achievement among Sacramento State students or to promote programs encouraging academic success.

Faculty or Staff Advisor

Organizations are required to have a part/full-time faculty or exempt professional staff member as an advisor. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. Faculty and staff often look forward to opportunities to work with students outside the traditional classroom and in areas of personal interests.

Officer Eligibility

Each officer, at a minimum President and Treasurer, wishing to transact business is required to attend Nuts and Bolts and complete an Officer Agreement Form, and meet the officer eligibility.

- **Grade Point Average:** Student organization officers must be currently enrolled or continuing Sacramento State students and in good standing at the University. Officers must also have a Sacramento State grade point average of 2.0 or higher for each term and cumulatively. Good academic standing will be confirmed by Student Organizations & Leadership each semester.
- **Incumbent Unit Load:** This requires undergraduate students to earn six semester units per term while holding office. Graduate and credential students must earn three units per term while holding office.
- **Incumbent Maximum Allowable Units:** Undergraduate students are allowed to earn a maximum of 150 semester units or 125% of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167% of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for office. More information on requirements can be found here <http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachment.pdf>

When completing the Officer Agreement Form, officers, through their electronic signature, provide consent to disclose student academic records. The statement listed on the form is as follows:

Under provisions of the Family Educational Rights and Privacy Act of 1974, and the Statement of Student Rights and Responsibilities of Sacramento State, my electronic signature gives permission to the Registrar's Office at Sacramento State to release academic information to the Director of Student Organizations & Leadership, regarding my G.P.A. and status as a currently enrolled or continuing student at Sacramento State. All academic information gathered on behalf of Student Organizations & Leadership will be used for enrollment and G.P.A. purposes only per the Student Organization Officer Eligibility Requirements listed in the Student Organization Handbook, and be kept in strict confidence. If you have any questions about this release of academic information, please contact Student Organizations & Leadership.

Organization Recognition Process

New Organizations

Only currently enrolled students of Sacramento State may start student organizations. Organizations wishing to be recognized for the first time or who have been inactive on campus for more than one year must follow this process to gain recognition. New organizations must complete the recognition process by October 15th to be recognized in the Fall semester and March 15th for the Spring semester. Previous to gaining recognition, an organization may not sponsor programs, seek funding in the name of the organization from the ASI Dollars for Organizations and Clubs (or any other source) or conduct fundraising activities in connection with membership recruitment. A major consideration for recognition is that the group adds to the mission of the University without duplication of existing organizations.

To begin a new organization, complete the following steps in this order:

STEP 1: The President, Treasurer and up to 3 other officers wishing to transact business from each new organization must attend a Nuts and Bolts workshop. Attendees must submit the Post Event/ Officer Agreement Form that was emailed to them following the workshop.

STEP 2: One of the individuals who has attended Nuts & Bolts (preferably the intended President or Treasurer) will need to schedule a meeting with a Student Organizations & Leadership Advisor to discuss their plans and submit an Intent to Organize form. Upon approval, the group is permitted to use University facilities on three occasions for organizational purposes over a 30-day period or until the semester recognition deadline (whichever comes first). During this time, the group should be able to ascertain if there are other interested students, warranting formation of an organization, and prepare the registration materials.

STEP 3: One of the officers will submit the Organization Profile through OrgSync.

STEP 4: Upon submitting the Organization Profile, the officers will be sent an email to review and verify they are officers. They must approve this review, agreeing to the Org Profile submission. The faculty/staff advisor will also be sent an email at this time, which they must follow to complete the Advisor Agreement.

STEP 5: Your Organization Profile will be reviewed by a SO&L advisor. The person who submitted the Organization Profile will be notified via email if there are errors and if the profile has been approved. Any errors must be addressed promptly.

STEP 6: *(Only for groups wishing to receive or spend money)* Once your Organization Profile has been approved, submit an ASI Club Agreement for a club account.

Existing Student Organizations- Fall Renewal Process

Every Fall semester, student organizations must renew their recognition by September 30th. To renew your recognition, complete the following steps in this order:

STEP 1: The President, Treasurer and up to 3 other officers wishing to transact business for the organization must attend a Nuts and Bolts workshop. Attendees must submit the Post Event/Officer Agreement Form that was emailed to them following the workshop.

STEP 2: One of the officers will submit the Organization Profile through OrgSync.

STEP 3: Upon submitting the Organization Profile, the officers will be sent an email to review and verify they are officers. They must approve this review, agreeing to the Org Profile submission. The faculty/staff advisor will also be sent an email at this time, which they must follow to complete the Advisor Agreement.

STEP 4: Your Organization Profile will be reviewed by a SO&L advisor. The person who submitted the Organization Profile will be notified via email if there are errors and if the profile has been approved. Any errors must be addressed promptly.

STEP 5: *(Only for groups wishing to receive or spend money)* Once your Organization Profile has been approved, submit an ASI Club Agreement for a club account.

Existing Student Organizations- Spring Renewal Process

All returning groups that did NOT renew during the Fall Semester or groups that have held new officer elections must renew their organization recognition before March 1st. To renew your recognition, complete the following steps in this order:

STEP 1: The President, Treasurer and up to 3 other officers wishing to transact business for the organization must attend a Nuts and Bolts workshop. Attendees must submit the Post Event/Officer Agreement Form that was emailed to them following the workshop.

STEP 2: One of the officers will submit the Organization Profile through OrgSync.

STEP 3: Upon submitting the Organization Profile, the officers will be sent an email to review and verify they are officers. They must approve this review, agreeing to the Org Profile submission. The faculty/staff advisor will also be sent an email at this time, which they must follow to complete the Advisor Agreement.

STEP 4: Your Organization Profile will be reviewed by a SO&L advisor. The person who submitted

the Organization Profile will be notified via email if there are errors and if the profile has been approved. Any errors must be addressed promptly.

STEP 5: *(Only for groups wishing to receive or spend money)* Once your Organization Profile has been approved, submit an ASI Club Agreement for a club account.

Late Renewal

Returning organizations missing the Fall (September 30th) or Spring (March 1st) deadline must, in addition to meeting the renewal requirements, submit a letter and meet with their Spring Organizations & Leadership Advisor to address the following points:

- Why the group missed the deadline
 - Why the group needs to be recognized this semester
 - How the group will ensure that the deadline is adhered to in the future
- No organization appeals will be considered after October 15th for Fall and March 15th for Spring.

Officer Changes

Changing an officer is a simple procedure similar to renewing the organization.

- Within two weeks of the officer change the new officer must attend a Nuts and Bolts Workshop. This is required for all Presidents, Treasurers and any officer that you would like to transact business on behalf of the group.
- Only after the officer attends the Nuts and Bolts Workshop and submitting their Officer Agreements, can they renew the Organization Profile through OrgSync.

Fraternity and Sorority Additional Requirements

Expansion

Any new or returning social fraternity or sorority seeking University recognition will follow the expansion policy located here: <http://www.csus.edu/soal/greek-life/expansion-policy.pdf>

Tax Exemption Status

Single sex/gender fraternities and sororities are granted special status to discriminate by sex/gender through Title IX, Section 6A of the Educational Amendments of 1972. Membership restrictions based on sex/gender are only permitted to social fraternities or social sororities exempt from taxation under section 501(a). In order to comply with Title IX, Section 6A, all single sex/gender Sacramento State fraternities and sororities must submit proof of their 501(a) before being granted recognition. Organizations that are exempt under section 501(a) include those organizations that are section 501(c). The section 501(c) must be a single sex/gender organization recognized by the IRS under social or fraternal designation--including but not limited to sections 501(c)(4), 501(c)(7), 501(c)(8), and 501(c)(10). This documentation must be submitted directly to the Greek Life Advisor.

If you need assistance or have questions regarding this, please contact 916-278-6595 and schedule an appointment with the Greek Life Advisor. If your organization does not have 501(a) status, this link may help you: <http://www.irs.gov/charities/article/0,,id=96210,00.html>. Tax exemption status must be provided prior to moving forward in the expansion process.

Greek Organization Rosters

In addition to maintaining membership within the chapter's portal on Orgsync as required for all student organizations, Social Greek organizations will maintain a more detailed roster with the Greek Life Advisor. The following policy and procedure is established to coordinate the task of verifying membership in fraternities and sororities each semester. Accurate rosters are required for many reasons, namely:

- Dues assessment by Councils
- Membership eligibility
- Research and statistics used for assessment and evaluation related to Greek Life
- Inter/national office statistics (i.e. GPA, ranking, chapter growth)

Instructions for Adding New/Reaffiliated Members to Chapter Membership Rosters:

1. Obtain the Greek Grade Check/Roster Update Verification Form either in the Student Organizations and Leadership Office or on the SO&L Website.
2. Each member must complete the form (Last name, First name, Student ID#, signature)
3. Please make sure you categorize each member accurately:
 - a. New – A potential, prospect, associate, interest, pledge, new member.
 - b. Reaffiliated – A member that is returning from a “inactive” status.
4. Do not complete the Term GPA/Overall GPA, for this is for SO&L use only.

Instructions for Changing a Member's Status or Removing Members from Chapter Rosters:

1. Chapter President, or authorized officer must request a copy of the current chapter membership roster from the Greek Life Advisor via email or by visiting SO&L.
2. Members may only have the following status within the organization:
 - a. Active – A dues paying member; potential, prospect, associate, interest, pledge, new, and initiated members.
 - b. Alumni/Alumna – A member who has graduated from the University or has been granted alumni/a status due to the extent of their undergraduate time (i.e. “5th year alum”)
 - c. Inactive – A member that is not paying dues, participating, and has been given or granted a leave of absence by their organization.
 - e. Disaffiliated – A member that has lost recognition or removed themselves from the organization and is no longer, by any means, a member of your organization.

STUDENT ORGANIZATIONS & LEADERSHIP

Get Involved!

In order to maintain accuracy of chapter membership, the Chapter President, or an authorized officer must update and sign off on their finalized chapter membership roster updates no later than the first and last Friday of each semester. A copy of the chapter membership roster may be provided to Inter/national Representatives, Traveling Consultants and/or Chapter Advisors.

Greek New Member Education

The purpose of Greek New Member Education is to provide a standardized educational program that uses a bystander intervention framework to empower newly affiliated students to promote, create, and maintain a healthy and thriving Greek community. Attendance to this program is required of all new members/associates/pledges of recognized social fraternities and sororities within the five Greek Councils (Interfraternity Council, Latino Greek Council, National Pan-Hellenic Council, Panhellenic Council, and United Sorority & Fraternity Council) within the semester in which they begin their new member/pledging/intake process.

If you are a Greek affiliated student who has already been initiated into a Social Greek organization at a different college/University, you may request, in writing to the Greek Life Advisor, an exemption of this requirement.



Discipline of Student Organizations

I. Overview

Student organizations and clubs at Sacramento State (“University”) must comply with University policy and/or regulations and local, state and federal law. When a student joins, or is joining a student club or organization; he or she, besides the obligations, benefits, and privileges of membership accepts responsibility for the actions of the club or organization and for the other members while engaged in club or organizational endeavors.

Each student organization is responsible for the conduct of its members whenever individual actions are abetted by the officially recognized club or organization, and violate the University policies and/or regulations and local, state and federal law. Abetting is defined, but not limited to, student organization sponsorship, sanctioning, participating in or condoning of the misconduct.

Violation or an attempt to violate any University policy, rule and/or regulation and local, state and federal law and/or abetting such violation or attempt constitutes “misconduct” and can cause sanctions to be issued by the University against the organization as described below and/or those individuals involved.

Misconduct that occurs A) on University property; or B) off-campus if that conduct: (1) occurred as part of a campus-related or recognized event; (2) adversely effects the health and safety of members of the campus community; (3) is sufficiently severe or pervasive; (4) harms university property; or (5) thwarts or interferes with the mission of the University can result in sanctions against the organization and/or individual members.

Although not an exhaustive list, here are examples of the kinds of violations that will result in sanctions:

- A. Any violation of the university “Code of Conduct,” or university rules and regulations, available online at www.csus.edu/umannual/
- B. Any violation of Student Organization Standards, Expectations, and Policies (see: “Student Organization Handbook” <http://www.csus.edu/soal/pdf/handbook.pdf>)
- C. Hazing of any kind. Hazing is defined as any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation

of this section. Organizations or individuals found guilty of violation of this section of the Education Code will be subject to suspension by the University. (Title 5, California Education Code, Sub chapter 4, Article 1, Section 40301).

D. Violation of the Sacramento State policy prohibiting discrimination based on a sex including sexual harassment, sexual violence (including assault, rape, and stalking), domestic and/or dating violence, and/or retaliation. The University policy prohibiting such discrimination is Executive Order 1095 which can be found at <http://www.calstate.edu/EO/EO-1095-rev-6-23-15.pdf> and <http://www.calstate.edu/EO/EO-1097-rev-6-23-15.pdf>

E. Failure to abide by the open membership policy or discrimination on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn.

F. Violation of the student organization conduct procedures, including:

1. Falsification, distortion, or misrepresentation of information related to a student organization discipline matter.
2. Disruption or interference with the orderly progress of a student discipline proceeding.
3. Disruption or interference with the investigation progress of a student organization discipline matter.
4. Attempting to discourage another from participating in the student organization discipline matter.
5. Attempting to influence the impartiality of any participant in a student organization discipline matter.
6. Verbal or physical harassment or intimidation of any participant in a student organization discipline matter.
7. Failure to comply with the sanction(s) imposed under a student organization discipline.
8. Encouraging, permitting, or assisting another person and/or organization to do any act that could subject him/her/organization to discipline.

II. Sanctions

Possible sanctions that may be issued by the University include:

A. For organizations:

1. Official reprimand (written or oral) (with or without conditions).
2. Restriction of privileges granted to the organization.
3. Restitution, community service, educational sanctions, or any combination of these.

4. Probation for a specified period of time, with or without conditions.
5. Suspension of University recognition for a specified period of time, with or without conditions.
6. Total revocation of University recognition (e.g. the club or organization loses all privileges associated with university recognition).
7. Required training and/or education.

Any sanctions that are listed under Article V. SANCTIONS of California State University Executive Order No. 1098 (or its successor) "Student Disciplinary Procedures for the California State University" that can apply to individual students for violation of the student conduct code can also apply to a student organization (except any academic sanctions such as expulsion, suspension which can only be applied by the Office of Student Conduct under 1089). California State University Executive Order No. 1098 is available online at: <http://www.calstate.edu/EO/EO-1098-rev-6-23-15.pdf>

B. For individuals:

1. Official reprimand (written or oral) (with or without conditions).
2. Restriction of privileges within an organization.
3. Probation for a specified period of time, with or without conditions.
4. Suspension or Expulsion from participation in the organization for a specified period of time, with or without conditions.
5. Individuals violating the University "Code of Conduct," or university rules and regulations, available online at www.csus.edu/umannual/, will also be subject to the Student Judicial Process.

III. General Guidelines for Handling Student Organizations Misconduct

The following guidelines outline the process through which alleged misconduct will be investigated and the issuance of any resulting sanctions. These are guidelines, and the University may determine an alternative process best serves the campus community. In such situations, the accused student organization will be informed in writing of any alternative process that will be followed. Misconduct may simultaneously be investigated by and processed through the Office of Student Conduct and/or the Office for Equal Opportunity.

A. Any member of the campus community (including the Office of Student Organizations and Leadership ("SO&L") and University police) or a person or organization outside the campus community can initiate an allegation of misconduct against a student organization. Allegations of misconduct shall normally be brought to the attention of the Associate Director of SO&L, whose office is in the University Union and phone number is (916) 278-6595. Unless otherwise impracticable, this notification should be in writing, signed and dated and should include sufficient detail if known (i.e.: name of the complainant, date, time and place of the incident, names of people involved, description

of events and circumstances, and names of witnesses). SO&L will determine whether and to what extent the student organization will be informed of the identity of the individual who has made the allegation. Unless otherwise impracticable, SO&L will notify the student organization of the allegations within ten (10) working days of receipt.

B. If SO&L, in its discretion, determines that, as a result of the allegations, which the health and safety of the campus community is at risk, SO&L may direct the student organization to cease and desist all organizational activity, until the conclusion of the investigation and resolution of the allegation. This decision is not subject to review.

C. SO&L shall investigate the allegations and will determine when and how to meet with the leadership of accused student organization and/or individual members, the complainant, and witnesses. SO&L may also engage in attempts to informally mediate the matter during the investigation.

D. If, after conducting the investigation, SO&L determines by a “preponderance of the evidence” (more likely than not) that the student organization and/or individuals have engaged in misconduct (violated a University rule, policy, regulation and/or state, local and/or federal law) it will determine an appropriate sanction for the organization and/or individual members of the organization.

E. The student organization will be informed in writing by SO&L of the outcome of the investigation and nature and scope of any sanctions.

IV. Reconsideration

A. A student organization that disagrees with the determination made by SO&L and/or the sanction issued (as described in III. E.) it may seek reconsideration of the determination and/or sanction within five (5) working days of receipt of the written decision from SO&L. SO&L’s decision shall be deemed delivered to the organization if provided in person or five (5) days after the date emailed to the last known email provided by the President or other head officer of the organization to SO&L.

B. To seek reconsideration, the student organization must submit a request in writing within the time described in Section IV. A. to the Associate Vice President for Student Engagement & Success (AVP). The student organization should outline in the written request the reason it believes the decision and/or sanctions should be reconsidered. The AVP will only review decisions and sanctions issued by SO&L and not any actions taken by Student Conduct regarding individual members of the student organization. In requesting reconsideration, the student organization must identify one or more of the following as the basis for the request and the facts that support that basis:

1. New evidence that was not available when the Associate Director rendered a decision.
2. The sanction is not supported by evidence for the determined violation.

3. SO&L substantially deviated from the procedures delineated in these Disciplinary Procedures.

C. The AVP may determine which individuals will be consulted and/or questioned as part of the reconsideration process and what documentation the AVP will review.

D. The AVP may also consider the student organization's cooperation in the investigation of the complaint by SO&L and any failure to abide by any interim sanctions in place as part of the reconsideration process. The AVP may refer the matter back to SO&L for further investigation and/or follow up. The AVP may also confirm, modify and/or reject the decision and sanctions issued by SO&L.

E. Notification of Reconsideration Outcome: Written notification of the outcome of the student organization's request for reconsideration will be provided to the student organization within 30 days of receipt of the request for reconsideration, unless impracticable. This decision is final.

V. Records of Sanctions

The decision of SO&L and the AVP (if reconsideration is requested) will be maintained by and filed in the AVP's office. These records will be released in accordance with the Federal Educational Rights and Privacy Act and any other applicable policies and/or laws.

VI. Amendments

These guidelines may be modified by SO&L at any time so long as the modification is in writing and provided to the student organization within a reasonable period of time.

Resources for Organization Operation

This section is designed to help the student leader with the operations of an organization. In this section, you will find information about:

[Bank Accounts & Audits](#)
[Library Quad events & Club Days](#)
[Developing a Constitution](#)
[Events & General Meetings](#)
[Marketing & Publicity](#)
[Navigating OrgSync](#)
[Risk Management](#)
[Student Leader Resource Guides](#)
[Title IX](#)
[Webpages and Emails](#)

Bank Accounts & Audits

Banking

Recognized clubs and organizations are expected to keep complete and accurate records of all financial transactions. If your student organization does NOT use money, you do not need a bank account. At Sacramento State, all banking must be done through an ASI club account. Faculty/Staff advisors will need to sign off on the ASI Club Agreement Form. When seeking travel reimbursements, (plane, train, bus, and gas) liability waivers must be submitted for all travelers. Exceptions may be requested for an off campus bank account, only if your organization has a registered tax-exempt status. This must be approved prior to opening an off campus account, see your Student Organizations & Leadership Advisor for details. ASI Club Agreement Forms can be found at the ASI Business Office (located in Sequoia Hall 311). Organizations having separate legal status granted by the state/federal government and maintaining a bank account outside the University must submit a letter to the Associate Vice President for Financial Services providing the legal name of the organization, the tax ID number, and the bank name, branch address, and bank account number of the organization.

Audits

When fundraising, projects must be documented as to the means in which funds were raised, the amounts spent and the ways in which the funds have been or will be spent. Records should include ledgers, receipts, contracts, canceled checks, organizational checkbook and/or passbook, etc. These records must be kept current and available for inspection and audit by Student Organizations & Leadership at any time. Historical financial records must be kept for a minimum of two years. During the year, certain groups may be called in to Student Organizations & Leadership for a financial audit. In general, organizations are audited if one or more of the following are true:

1. The organization grossed \$1500 or more from a fundraiser or series of fundraising activities during the year.
2. The organization failed to use ASI's cash box service/ticket takers when required to do so.
3. There is reason to believe that there has been mismanagement of organization funds.
4. The organization has violated the University Fundraising Policy.
5. Organization members petition Student Organizations & Leadership to conduct an audit when they suspect a misuse of organization funds.

A detailed audit will be required if irregularities are found or if there is reason to believe that the funds have not been used for reasons clearly related to the purpose of the organization. Organizations will be charged with the costs of the detailed audit if misuse of funds is demonstrated. Additional record keeping requirements may be specified by Student Organizations & Leadership when appropriate. Student Organizations & Leadership is available to assist organization treasurers or financial officers in their positions. Officers of organizations may be held accountable and liable for misused funds.

Cash Handling

Student organizations may host meetings, events or activities on campus that require the use of cash handling for admission charges, membership dues, etc. The following procedures have been outlined for the use of cash handling in these instances:

- Clubs and organizations may request a cash box from the Associated Student, Inc. Business Office at least 14 business days in advance.
- It is highly recommended that two club officers manage and monitor all funds during a program or event with admission fees to avoid too many cash handlers.
- Cash needs to be deposited into the club or organizations on campus Associated Students, Inc. club account or off campus account (if approved) during the next regular business day after it is collected.

Library Quad Events & Club Days

Library Quad

During the semester, hosting events in the Library Quad begins with a meeting with your Student Organizations & Leadership Advisor. Your SO&L Advisor will work with you to determine if space is available as well as assist you with interpreting policies associated with access to the Library Quad. If space in the Library Quad has not been reserved in advance by another group, student organizations are permitted to table in the Library Quad on a "first come, first serve" basis. A map of the Library Quad can be located here: <http://www.csus.edu/soal/LibraryQuad.pdf> To find out if the Library Quad is available, contact SO&L at (916) 278-6595.

Club Days

For the first two weeks of every semester, Sacramento State hosts Club Days, where student organizations can provide information to new and continuing students about their campus activities and how to join. The Library Quad will be the primary location for Club Days. Additional spaces may be added by SO&L to other campus locations, such as The WELL South Green Lawn and the Shasta Hall walkway.

Booths/tables can be set up at noon on the day before classes start and can remain for two weeks until dusk on Thursday of the second week of school. Groups wishing to continue tabling must remove their booth/tabling items and reserve a space with Student Organizations & Leadership for the third week of school. This time allows us to clear out the Library Quad and is in an effort to help preserve the grass underneath the booth.

Any booth/table still standing on Friday of the second week of the semester will be dismantled and discarded. Organizations may be assessed a \$300 fine and will not be permitted to have a booth on campus for the entire next academic year.

Booth Selection Lottery: In order to give each student organization an equal opportunity to choose their booth location, a booth selection lottery has been created. Booth location reservations are taken in person ONLY. The booth selection lottery takes place on-campus, exactly two weeks before the first day of classes. The time and specific location for this event will be posted on the OrgSync community home page.

Each student organization representative may enter their organization name once. If a student organization representative submits multiple entries for the same organization, that organization will lose their booth location and will not be permitted to request a booth for the current semester and the following semester.

Booth selection for Club Days is only available to student organizations that were registered with Student Organizations & Leadership during the previous semester. Organizations must also be in good standing with the University and may not have existing debt. New student organizations must complete the registration process prior to participating in Club Days.

Priority Booth Lottery: Those organizations who are selected as the winner during SO&L's Chalk Walk and/or received an award during the Spring Leadership Awards Reception will be given priority booth selection during the fall booth selection lottery. These select organizations must be present at the beginning of the lottery to receive their priority selection.

Late Selection Lottery: Student organization representatives arriving after the start of the lottery

will be entered into the late selection lottery. If booth locations are still available, this lottery will begin immediately following the regular lottery. If there are no remaining booth locations, a drawing will occur to determine the order of placement on the booth space waitlist.

Student organizations placed on the booth space waitlist will be notified if and when a location becomes available. This notification will not occur until Thursday of the first week of the semester.

Club Days is subject to change based on the condition of the lawn area.

Developing a Constitution

All student organizations are required to have a current Organization Profile and constitution on file with Student Organizations & Leadership. Each year, every organization must renew recognition with Student Organizations & Leadership in order to be eligible for privileges such as reserving space on campus and to apply for funding. However, you do not need to resubmit your constitution unless it has been updated.

Constitution Template

We have developed a constitution template to get you started [click here go to the Constitution Template](http://www.csus.edu/soal/docs/ConstitutionForm.doc) <http://www.csus.edu/soal/docs/ConstitutionForm.doc>

The following is a common list of items to consider when developing a constitution.

ARTICLE I - NAME

Registered student organizations may NOT use the University name in their title. Consider a name that is not too similar to one used by another organization. Registered organizations are permitted to use the name of California State University, Sacramento, or Sac State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University.

Other information about the identity of the group may also be contained under Article I, e.g., official colors, official publications and the official emblem of the organization.

ARTICLE II - PURPOSE

This section describes the purpose or projects that bring your group together. A clear purpose is helpful in defining, monitoring, and evaluating projects, objectives, and goals. Your organization's purpose should be different enough to distinguish it from other student organizations.

ARTICLE III - AUTHORITY

This article should describe under what rules this organization presides.

ARTICLE IV - MEMBERSHIP

This article should delineate those persons who are eligible for membership. Membership must be open to all registered Sacramento State students. There may be restrictions on membership, which relate to the purpose and goals of the group. Restrictions may not be arbitrary or discriminatory and must be based on objective criterion. Membership may include faculty, staff, and members of the community, but they cannot serve as officers, transact business on behalf of the organization, or comprise more than 20% of the total group membership. If your group is a sports club, social fraternity or sorority, 100% of the membership must be Sacramento State students.

- The membership of this organization shall have at least five student members who are currently enrolled at Sacramento State for six or more units (or the graduate equivalent). Potential new members may be counted as members for the purpose of fulfilling this requirement.
- Membership restrictions, e.g., minimum G.P.A. or major.
- Authority to assess membership fees or dues.
- Membership responsibilities, including attendance and participation requirements.
- Criteria for exclusion or expulsion of a member.

ARTICLE V and VI - OFFICERS/ELECTIONS

- Titles and responsibilities
- All group leaders must be registered students
- The minimum is to have a group leader (President, Representative, Coordinator, etc.) and a Treasurer (Financial Officer)
- Other officers and their responsibilities
- Election and removal process
- Criteria for candidacy
- Election procedures, e.g., majority or 2/3 vote, voice or written ballot
- What run-off or recall provisions will the group choose?
- Elected officers will serve for what length of term, e.g. a semester or an academic year

ARTICLE VI – MEETINGS

This article sets out the procedures for meetings.

ARTICLE VI – PROCEDURE TO AMEND CONSTITUTION

Describe the process for changing the constitution:

- Will the group use consensus, a vote or mandate to amend its constitution?
- If by vote, shall a quorum or simple majority be required for approval?
- What is the length of time required between a motion to amend the constitution and the call to a vote?

Bylaws

Groups are not required to submit bylaws, however, they are highly recommended. Bylaws should include details related to the organization that are apt to need changing more frequently than do the provisions of the constitution.

- Number, date and function of regular meetings
- How special meetings are called
- What constitutes a quorum? (a specific number or percent of membership)
- Election dates, methods, who is responsible for them
- Dues
- Advisors (how they are selected and responsibilities)

Events and General Meetings

Sponsoring events is a critical component of organizational life at Sacramento State. Typically, student organizations host two types of functions: general meetings and events. There are different regulations and procedures for each type. To host events and general meetings you must first reserve the location.

Types of Events

General Meetings

These are defined as meetings where the business of the club is discussed by club members only. The addition of speakers, films, food, etc. changes this from a general meeting to an event or special event. General meetings in the University Union can be directly reserved through OPUS, the University Union scheduling software or in person in the Events Services Office. Charges may apply for reserving space on campus.

Registering for an online OPUS Account: OPUS allows your club officers (authorized officers only) to view the space available in the University Union and The WELL for your general meetings ONLY. Once an appropriate space is located, OPUS also allows officers to submit a request for a reservation. Follow the instructions below to create an OPUS account. Please allow one business day for your OPUS account to be activated before submitting a reservation.

1. Log onto <https://vems.uu.csus.edu/>
2. Under My Account, choose Create an Account
3. Enter your account information in the profile and click Save

For additional information and for help with reserving a general meeting through OPUS, please contact the Event Services Office at (916) 278-6743 or theuniversityunion/event-services

Events and Everything Else

Booking and reserving space for all other events starts with a meeting with a Student Organizations & Leadership Advisor. Charges may apply for reserving space on campus.

Special Events in the University Union

Special Events are defined as one-time or annual events that have an expected attendance of 100 or more. In order to be considered a Special Event it must meet four of the five following criteria:

1. The event is scheduled to run later than normal building hours.
2. The event sponsor is charging admission.
3. The University is not sponsoring the event.
4. Expected attendance will exceed 100.
5. Scheduled use of sound and/or lighting equipment that may impact other building events.

If an event meets four or more of these criteria, it is a special event. These events typically require the organizing group to purchase event insurance. Additional requirements can be found here:

<https://confluence.unionwellinc.org/display/UWIP/Special+Event+and+Dance>.

Reserving Event Space

This will require a meeting with your Student Organizations & Leadership Advisor. Please consider the following before meeting with your Advisor:

- Title of your event
- Dates and times, with alternates
- Preview rooms/venues
- Technical needs
- Costs
- Food
- Parking (Request online in OrgSync under Forms)
- Security
- Equipment
- Insurance
- Accommodations

Events with Food

Having a meeting or event with food requires at a minimum, 2-3 weeks advance approval. Non-perishable food is permitted in the University Union at closed, member only meetings, for a fee. Additional fees may be charged for food in classrooms. Advanced payment for food and space is required.

Food Sales or Distribution

These requirements are in addition to those aforementioned:

- Meet with Student Organizations & Leadership Advisor

STUDENT ORGANIZATIONS & LEADERSHIP

Get Involved!

- Attend “Food Handling” Workshop (available by request only)
- Complete necessary forms (Request to Serve Food, Request to Raise Funds, County Health Permit)

Accommodations

It is the policy of the California State University, Sacramento that all campus events opened to the public are accessible to attendees with disabilities, in compliance with the Americans with Disabilities Act, and equivalent state laws. An event checklist to help you plan accessible events can be found here: <http://www.csus.edu/sswd/faculty%20and%20staff%20resources/services/makingyourevent.html>



If you have any questions about requests or resources for accommodations in response to your event announcement, please contact your SO&L Advisor who will work with the Office of Services to Students with Disabilities.

Amplified Sound

Request for amplified sound must be submitted to your Student Organizations & Leadership Advisor at least three weeks in advance. Final approval is at the discretion of the Vice President for Student Affairs or designee. The policy for amplified sound is located in Time, Place, & Manner Restrictions on Speech and Speech-Related Activities in the University Policy Manual here: <http://www.csus.edu/umanual/student/stu-0125.html>.

Alcohol

Undergraduate student organization events on campus are not typically permitted to serve alcohol. Organizations will be required to follow the University policies regarding alcohol (more information can be found later in this Handbook under Campus Policies). Final approval is at the discretion of the Vice President for Student Affairs. Alcoholic beverages may be sold and consumed only in permanently licensed facilities and select campus facilities may be licensed through University Enterprise Inc. for “special events.”

Inviting a Campus/Community VIP to your Event

Sometimes, groups would like to contact campus or community administrators, such as the University President or a Vice President, to attend and even speak at their events. When groups are

interested in inviting a campus or community VIP, we suggest the following for the best results:

1. Gather as many details as you can for your event. Consider the following:

- Time, Date, Location
- Is this a reoccurring or annual event?
- Who is the audience?
- What information does this person need to know about your event?

2. Contact your SO&L Advisor to reserve the space for your event, inform them of your intention to invite a campus or community administrator, and provide them with the event details. Your SO&L Advisor may also suggest a few other invitees who may be interested in attending your event.

Events Not Permitted

Date or Volunteer Student Auctions

Date or volunteer student auctions are not permitted at Sacramento State. “Date” or “volunteer” auctions involve the process of bidding on a human being for the services or the ability to spend time with an individual. This process devalues a human being to the level of merchandise and involves a comparison of the relative “value” of each person being auctioned. This process has the appearance of modern slavery and human trafficking, which are concerns shared around the United States today. Although Student Organizations & Leadership recognizes that groups plan these types of events with good intentions, events such as these are not congruent with the social, cultural, recreational, and educational mission of the University.

“Jail & Bail” Events

“Jail & Bail” fundraisers are not permitted at Sacramento State. “Jail & Bail” fundraisers involve people being selected or volunteering to be “arrested” and placed in “jail,” where they must then reach out to their personal network and/or passersby to raise an amount of money for “bail” to be released from the jail. There are several deeply-rooted issues with jail & bail or activities including class sensitivity, race sensitivity, and trauma/retraumatization. The United States has the largest amount of imprisoned adults in the world. The number of people we incarcerate has quadrupled between 1980 and the present. Currently, over 1.5 million adults in the US are incarcerated and nearly 7 million are under correctional supervision. Events such as these are not congruent with the social, cultural, recreational, and educational mission of the university.

Movies and Films

You will be required to get a license to screen any film at Sacramento State. To inquire about how

to obtain a public performance license, please contact your Student Organizations and Leadership Advisor for assistance at 916-278-6595. The University currently works with Swank Motion Picture, Inc. for licenses (800-876-3344 or visit: <http://colleges.swankmp.com/>).

“PUBLIC PERFORMANCE” (from www.mpaa.org)

Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” where an admission is charged as well as those that are simply offered as an additional service of the establishment.

“The Congress shall have power... To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings or discoveries...” Article I, Section 8, The United States Constitution

“FAIR USE”

In some instances, it is not required to obtain a Movie Copyright Compliance Site License when exhibiting copyrighted materials such as videocassettes or DVDs.

This “face-to-face teaching exemption” applies ONLY if: A teacher is in attendance and the showing takes place in the classroom setting and the movie is used as an essential part of the current curriculum being taught. Examples of situations where a Movie Copyright Compliance Site License must be obtained are: public libraries, day-care facilities, and non-classroom entertainment movies being used at school for after school activities.

This legal requirement applies:

- Regardless of whether an admission fee is charged;
- whether the institution or organization is commercial or non-profit;
- whether a federal or state agency is involved.

WHAT THE LAW SAYS (from <https://copyright.gov>)

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home.

In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

What are “Public Performances?”

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But suppose you took the same video and showed it at a student organization event. In this case you have infringed the copyright of the movie. Simply put, videos obtained through a video store or online are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

Penalties for Copyright Infringement

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

By law, as well as by intent, the pre-recorded videocassettes and DVDs (“Videos”) which are available in stores throughout the United States are for home use only – unless you have a license to show them elsewhere. Rentals or purchase of Videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license which specifically authorizes such use. These simple, straightforward rules are embodied in the Federal Copyright Act, as amended, Title 17 of the United States Code. Any institution, organization, company or individual wishing to engage in non-home showings of videos should be aware of the Copyright Act’s provisions governing the showing of videos, which are highlighted below:

- The Copyright Act grants to the copyright owner the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
- The rental or purchase of a video does not carry with it the right “to perform the copyrighted work publicly.” (Section 202)
- Videos may be shown without a license in the home to “a normal circle of family and its social

acquaintances” (section 101) because such showings are not “public.”

- Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined “face-to-face teaching activities” (Section 101.1) because the law makes a specific, limited exception for such showings. (Sections 106 and 110(1))
- Other showings of videos are illegal unless they have been authorized by license. Even “performances in semi-public places such as clubs, lodges, factories, summer camps and schools are public performances subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)
- Institutions, organizations, companies or individuals wishing to engage in non-home showings of videos must secure licenses to do so – regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)
- Showings of videos without a license, when one is required, are infringements of copyright. If done “willfully and for purposes of commercial advantage or private financial gain,” they are a federal crime and subject to a \$150,000 penalty per exhibition. (Section 506)
- In addition, even innocent or inadvertent infringers are subject to substantial civil damages (\$750 to \$30,000 for each illegal showing) and other penalties. (Sections 502-505)

Frequently Asked Questions about Movies and Films

Q. We own the video, do we still need a license to view or show it in public?

A. Yes. The location requires a license regardless of who owns the video. While you may own the actual video, you are only granted the right to view it in your home, not to perform in public.

Q. We do not charge admission. Do we still need a license?

A. Yes. Regardless of whether an admission fee is charged, a license is required.

Q. We are non-profit. Do we still need a license?

A. Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

Q. We are not open to the general public. Do we still need a license?

A. Yes. Any location outside of the home is considered public for copyright purposes.

Marketing and Publicity

The goal of any organization programming an event should be the development of an informed and supportive audience. This can only come through quality programs that are well produced and promoted. Effective promotion includes developing channels of communication with your audience, and using these channels properly. In order to build an audience, in the long run, credibility and consistency are crucial. An audience should never be misled, neglected or insulted - you want them

to be interested and impressed. Programs/events should not be promoted until they are confirmed. Publicity should be honest and informative, not hyped. If programs are presented that educate, enlighten and/or entertain, your audience will do a great deal of future promotion for you through word of mouth and repeat attendance.

Quick Rules for Publicity

These items must be on all publicity for student organizations hosting events:

- The full name of your organization
- Time and place of the event
- Contact information
- Admission charge (if any)
- Must be in English, or provide an English translation on the posted materials
- Have a statement about Accommodations: "Individuals needing reasonable accommodations for disability access are to contact [sponsor name] at [sponsor phone] or [sponsor e-mail], at least 5 business days before the event."

Here are a quick set of standards for posting around campus

- May be posted in the following locations: Outdoor bulletin boards located throughout campus and the Breezeways of Kadema & Eureka Halls
- Limited to one 8 1/2" x 11" copy per location
- Posted on A-frames (at least one foot off the walkways in the grass areas) Library Quad, South Green, and outside Shasta towards Residence Halls.
- Lawn stakes or lawn signs are not permissible.

[Please refer to the Time, Place, & Manner Restrictions on Speech and Speech-Related Activities in the University Policy Manual for the complete rules for publicity at Sacramento State. Click here to go there now.](#)

Definitions

The terms "promotion", "publicity" and "advertising" are often used interchangeably, but in reality, they have distinct differences.

- Advertising: Purchased media coverage of an event/program. Examples: newspaper ads, paid radio spots, etc.
- Publicity: Non-purchased media coverage of an event/program and informational materials distributed by the hosts. Examples: newspaper stories and pictures, public service announcements, mailings, posters, flyers, calendar listings, newsletters, etc.
- Promotion: An overall plan for communicating information about a program and generating audience interest. It may include advertising, publicity or other components. Examples: series packaging of events, free ticket contests, receptions, displays, word of mouth, etc.

Planning Your Campaign

A well-planned promotional campaign has several purposes. It should:

Inform the potential audience about the facts (who, what, where, when, why, and how much)

- Sell the speaker, topic or theme
- Educate the audience
- Clarify any misunderstandings or misperceptions
- Expose the sponsoring organization's name and reputation
- Excite the skeptic or apathetic
- Involve those who are already supporters
- Increase attendance
- An organization can coordinate many ways to take care of promotion and publicity.

Committees can divide responsibilities among several members or a single individual may be assigned to handle all areas. Either way, it is necessary to build a central body of resources and information, and a system for training those who will be doing the promotion. Taking into consideration all the factors which might affect your promotional efforts, it becomes obvious that one simple plan is impossible. The organization should have a wide range of techniques available to be selected depending upon the situation. The promotional campaign should have at least as much thought and attention as the initial selection of the event/program. Hastily prepared, ill-timed promotion can be as ineffective as an event/program planned the same way. The most effective approach to promoting an event/program is through a variety of proven methods that cover all the basic communication channels and complement each other. The best publicity is that which is clean, readable, attractive and informative. A flyer or poster that is poorly designed or badly printed may hurt your attendance more than it helps. A news release that is inaccurate, incomplete or poorly written will result in it failing to be published.

A Basic Promotional Plan Should Contain the Following Elements:

- Identify your potential audience.
- Determine which promotional technique(s) and communication channels might have the most success in reaching this audience.
- Determine the time schedule, in which you are working, the resources you have available and necessary deadline for any promotional materials you are considering.
- Select the methods you will use.
- Prepare your materials for the initial campaign.
- Be sure everyone involved carries through with their responsibilities, and all deadlines are met. Have follow-up materials ready for a second wave of promotion.
- Keep a close watch as to whether interest in the event/program is developing, and whether tickets, if used, are selling.
- Prepare for a last minute publicity blitz if expectations are not being met.
- Try to ensure that adequate post-event/program coverage occurs. If your audience is

disappointed that they missed a good event/program, they will be more likely to attend future ones.

- Evaluate your success, note any methods which didn't produce the expected results and keep records that can be used in planning future campaigns.

Basic Techniques

Newspaper ads can be one of the best ways of getting information to the greatest number of persons on a dependable, regular basis. They can be of considerable expense, but may be crucial if the event/program is depending upon income.

Tips

Submit typed copy to the display advertising office as soon as possible to ensure getting a good location in the paper. Deadlines are usually 2-4 days ahead of publication time. Some papers allow selection of space for a surcharge. Copy should include name of event/program, time, date, place, admission price, sponsoring organization, and other appropriate information. Other information accompanying the ad should include size of the ad, whom to contact in case of a question, and the date(s) the ad is to run. Include any glossy photos or artwork along with instructions on reducing/enlarging. Camera-ready art (that needs no alteration) is best. The ad's price is computed on the basis of how many column inches it is. For example, if the advertising cost is \$3 per column inch, an ad that is two columns wide by two inches high will cost \$12. Anytime that you can submit an ad electronically, the easier it is for the newspaper to print. Make sure you know what software and fonts the paper uses and that you use the same.

Newspaper Stories

There are distinct advantages to building a close relationship with members of the campus newspaper and other campus publications. When submitting information for a possible story, as much information as possible should be included, as well as any photographs or art work. A good press release can provide all this in a standard way.

Tips

The release should be typewritten and double-spaced.

- Use 8 1/2 x 11" letterhead paper or press release sheet.
- Keep your copy clean - without typographical errors.
- Put contact person's name, organization name and subject heading at top of page.
- Leave the upper 1/3 of the first page blank except for the slug line.
- Indent paragraphs.
- On the upper part of pages following page 1, repeat subject heading and page number.
- Avoid splitting words at end of lines, breaking sentences from one page to the next and breaking paragraphs from one page to the next.
- Add the word "more" at the bottom of each page that continues to another page.

- At the end of the story, write an “end mark” - traditional marks are “30”, “#” or “###”.
- Edit and proof all copy before submitting it for publication. Be accurate.

Posters and Flyers

[Refer to the Time, Place, & Manner Restrictions on Speech and Speech-Related Activities in the University Policy Manual](#) for size, location and content guidelines and restrictions. Traffic patterns should be studied to determine main pedestrian flows and the best places for posting legally. An organized staffing system should be used for making sure every poster or flyer is displayed in regular, legitimate designated areas. Good posters are worthless if half of them sit on someone's desk.

Tips

Use bright, lighter colors with dark ink to be easier read at a distance.

- Try not to use lots of words - the reader usually takes a few seconds to read it.
- A good graphic or art image attracts attention. Think about a logo for your organization for instant recognition. BE CREATIVE!
- Be sensitive of sexist and racist language and stereotypes.
- Be ecologically aware of the amount of paper you use.
- Remember to take down all flyers, banners and posters as soon as possible after the event/program. Weather and sprinkler systems can make a mess of things!

The art of promoting event/programs on campus is constantly changing. Computer art programs allow the production of quality (and, unfortunately, poor quality) publicity materials. Student organizations are using commercially-sponsored materials in increasing numbers. Organizations with the most effective promotion are those that work hard, try new ideas, learn from mistakes and build good communication with their audience.

To find out more about publicity and promotional techniques, check out the campus library. If your organization develops a good background in effective promoting and it approaches the task with enthusiasm and creativity, the results will be rewarding.

References

Bonifas, Barry. Promotion, Publicity and Advertising for Campus Activities, Student Organizations & Leadership Programming, August/September 1988.
Publicity And Posting Policy, Leadership Development Resource Library, Sacramento State Student Organizations & Leadership.

Navigating OrgSync

Updating your Organization Profile

There are a few reasons why organizations should or must update their organization profile.

- Each Fall semester and when officers are changed, organizations are required to renew the organization profile within OrgSync.
- To make changes to General Body meeting information (i.e. date, time, location), contact emails and websites. When changing this information through the renewal process website, it is updated automatically and available to the campus community immediately

This process is for continuing groups only. New organizations must meet with their Student Organizations & Leadership Advisor.

Step One - Joining OrgSync

If you have NEVER logged in to OrgSync, click here to log-in <https://orgsync.com/cas/sacramento-state>

1. When you log-in you should see the "Account Profile" page where you must fill in your information (insert the required fields including your name, email, and time zone). When you are done, click next then finish.
2. From the Browse Organizations button, find your organization and click on it.
 - You will be taken to your club portal.
 - Go to the Settings button, click Join Organization and Submit Request.
 - If there is a password and you do not know it, click Don't Know the Password? Type a reason and submit your request. To complete step two, you must be the administrator in OrgSync of your organization. To become the administrator the current admin will have to promote you. If you need help stop by Student Organizations & Leadership. Proceed to Step Two!

If you HAVE logged into OrgSync before, click here to log-in <https://orgsync.com/cas/sacramento-state>

If your group name appears in the My Memberships tab, go to step two. If not, you must first join your organization. See above (Step One, 2.).

Step Two - Organization Profile Renewal

Again, to complete step two, you must be the administrator in OrgSync of your organization. To become the administrator the current admin will have to promote you. If this is problematic, contact your Student Organizations & Leadership Advisor.

Once you are the administrator, renew the organization profile. This can be found under the Settings button of your organization portal then click Organization settings.

This button can be found at the top right side of your Organization portal. If you do not have the settings button, you are not an administrator.

Step Three - Members

Have your Members join OrgSync

Start by having them log into OrgSync on this page using their MySacState log-in information
<https://orgsync.com/cas/sacramento-state>

1. Have them update their profile information then scroll down and click next, complete the second page and click finish
2. Click Browse Organizations
3. Type in the name of the club and click search
4. Click on the club then join
5. Type in the club password or send a request to the administrator and click submit
6. Once approved they are all set up.
7. Student organizations are expected to maintain a current roster of their membership by adding new members each semester and removing or changing the status of inactive, non-enrolled students, or graduated members.

Co-Curricular Transcript (CCT)

Tracking your involvement and participation here at Sacramento State has never been easier! Your Co-Curricular Transcript (CCT) is an official self-reported involvement record complementing the academic transcript and your Sac State Experience.

Any events, club or programs that you participate in can be added to your CCT. In fact, Club membership, leadership positions, and LI events attended will automatically be available for your CCT. You can add any additional programs easily to complete your CCT.

In order to start or manage your CCT, you must first be connected with OrgSync!

Here's how YOU can create an OrgSync account...it's as easy as 1-2-3!:

Step 1: Go to <https://orgsync.com/cas/sacramento-state>

Step 2: Complete your User Profile

Step 3: Click on the "Community" tab to see what's going on across campus

CCT Management

To manage your CCT, click on your profile picture/icon in OrgSync and click on the Involvement link. Once the page loads click on Reports. There are two sections to your CCT the Organization Memberships and Activities. From this page you can manage what goes on your transcript and request an Official copy.

ePortfolio

An ePortfolio lets students track their involvement at Sacramento State with a professional online appearance through their own personal website. Students can document their education, employment history, resumes, cover letters, work samples, personal biographies and creative writing pieces to prepare for scholarship applications, job interviews and graduate school.

To create your ePortfolio:

1. Click on profile picture/icon in OrgSync
2. Click on ePortfolio
3. Get started by typing in your portfolio URL
4. Update the rest of your settings (as prompted after submitting the URL)
5. Add information into the various sections highlighted on the left side
 - Biography- personal information, history
 - Involvement- college and community activities
 - Academics- course projects and/or papers
 - Employment- any and all employment allowed
 - Documents- resumes, links to LinkedIn, Facebook, Twitter, etc. (make sure they're professional!)
 - Recommendations- letters from previous and current employers or professors
6. Select View ePortfolio to take a peek and see what else needs to be updated/edited

Risk Management

In an age of increased litigation, it is important for groups and individuals to examine the risks and liabilities associated with their activities and behaviors. Organizations are continually being held liable for injuries, property damage, or financial loss associated with their programs or events. Examples of past risk management problems include injuries from fights that occur at sponsored events, drunk driving accidents, alcohol poisoning, property damage caused by members or guests, and injuries or deaths associated with hazing. While some organizations such as Greek social organizations, professional fraternal organizations, sport clubs, and national honor societies often have specific risk management and event policies, it is a wise idea for every student organization to examine the risks and liabilities involved with its programming and to develop an active plan to minimize those risks. There is no excuse or indemnification from negligence or poor planning. Four easy steps your organization can take to begin minimizing your risk:

- Examine the risks involved with your organization's activities and events.
- Examine the use of alcohol at your organization's event.
- Secure adequate insurance to cover organization events.
- Eliminate hazing of any kind from organization activities.

Release of Liability Waiver

Sacramento State requires student organizations to use the California State University Release of Liability Waiver when your organization is hosting a sporting event or other event where participants engage in a physical or potentially harmful activity. By signing the form, participants are notified of the risks involved with the activity and places responsibility for the actions of the individual upon the participant. While utilizing this form does not remove legal liability from the organization and its officers by itself, you can work with your Student Organizations & Leadership Advisor to amend the form to remove liability from the student organization. The details of the form must be approved by your Student Organizations & Leadership Advisor before it can be distributed to your participants. All Release of Liability Waivers must be turned in to Student Organizations & Leadership within one business day of the event.

Decreasing Liability Is All In The Planning

Things to Consider:

- Have you reviewed this activity with your Student Organizations & Leadership Advisor? Is your national organization aware of this activity?
- If held in the community, how will this activity affect the neighborhood? Have you informed your neighbors that this activity will be taking place?
- What liability does the organization run the risk of incurring?
- What state laws or city ordinances have the potential of being violated?
- What safeguards do we have to keep these laws from being violated?
- How will the officers maintain control over the activity?
- What will the officers do if this activity gets out of hand?
- List the possible problem situations that could present themselves at your activity (make your list long and let Murphy's Law be your guide).
- List how you will solve each of the situations you have listed from the above question.
- Do you have an established procedure to follow in case of emergencies? Are all the officers aware that this activity is going on and are their phone numbers easily accessible?
- Could you convince a reasonable or prudent individual that your event is not potentially dangerous?
- Is the potential liability for the organization worth the benefits to the organization?

- Provided by Ron Binder, Former Risk Management Chair,
Association of Fraternity/Sorority Advisors

Alcohol

Here are a few suggestions for ways to minimize the risks associated with alcohol consumption at your organization's event:

1. Make sure the consumption, sale, or distribution of alcohol at the event is in compliance with any and all applicable laws of the State of California, City and County of Sacramento, and Sacramento State (for more information, see Student Organizations & Leadership's flyer "Campus Alcohol Policy").
2. Never purchase alcohol with organization funds or provide free alcohol to your guests. Your organization could be held responsible for the behavior of individuals who were provided alcohol by the organization. Use a BYOB system or a third party vendor such as a licensed bartender to sell or distribute alcohol.
3. Make sure everyone consuming alcohol at your organization's event is of the legal minimum drinking age in the State of California - 21 years old. A good idea is to have a separate area of the event for those of legal age to consume alcohol.
4. Don't allow visibly intoxicated guests or organization members to continue to consume alcohol.
5. Don't allow any drinking games to take place at the event. Playing drinking games encourages large consumption of alcohol and can lead to quickened intoxication.
6. Provide a means of transportation or escort home from the event where alcohol is being served. Have the number for Sacramento State SafeRides on hand at the event - 916-278-TAXI. Note that Safe Rides does not operate during official holidays/breaks during the semester (ex. Thanksgiving, Spring Break, etc.)
7. Hire a bonded, uniformed security guard(s) or off duty law enforcement officer(s) to help maintain control and to protect participants in the party and those leaving the party. Have a minimum of two guards or officers with more security for larger crowds or special circumstances such as outdoor venues or live entertainment. If the event is on the Sacramento State campus, Sacramento State Public Safety Officers must be used - contact your Student Organizations & Leadership Advisor for more information.
8. Avoid "open" parties where anyone off the street can come in. Use a guest list and check the identification of those entering the party for both their age and to see if they are on the guest list.
9. Avoid "serve your-self" type arrangements where guests can consume as much alcohol as they wish with no monitoring. This can be done through a cash bar serviced by a licensed third party vendor or a BYOB system. Often many risk management policies limit the number of drinks a guest can bring BYOB to six cans of beer or four 12 ounce prepackaged liquor beverages. The use of kegs, party balls, and tubs of alcoholic punch are also prohibited by many risk management policies and should be discouraged. It is much easier to attach legal liability to an organization and its officers when they have provided alcohol to their guests.
10. Make sure there are several officers of your organization who remain sober to monitor the event and who can call for help if there are any emergencies.
11. The sale of alcohol without a license is illegal. The indirect sale of alcohol by your organization

could also be determined illegal. Charging admission to a party and providing free alcohol or charging for food at a tailgate and providing a cup for the keg are both examples of the indirect sale of alcohol and give the appearance to law enforcement of alcohol sale without a license.

Please also reference the University Alcohol Beverage and Drug Policy here:

<http://www.csus.edu/umannual/student/STU-0103.html>

Insurance

Even if you take great care in minimizing the risks involved with your organization's event, sometimes the unavoidable will still happen. This is when you'll be very glad your organization has insurance or has purchased a policy or rider (additional insurance purchased for a particular event to supplement your organization's standard policy) for this particular event. If the organization has followed the provisions of the insurance policy and was not breaking any laws when the accident occurred, the insurance company will most likely pay for any damages made by claimants or in a lawsuit. More information about insurance policies, individual riders and coverage is available through your organization's national office or Student Organizations & Leadership.

Hazing

Organizations have been held liable and been forced to pay large punitive settlements for injuries and deaths resulting from hazing. Hazing of organization members, new or active, alumni or prospective is against the law. Not only can an organization face a civil lawsuit from the victims of hazing, but members involved in hazing can face criminal prosecution. The easiest way to minimize your organization's risk in regards to hazing claims is to eradicate all hazing from your organization's activities. (For more information on hazing, ways to eradicate hazing from your organization, and positive alternatives for new member activities, see a Student Organizations & Leadership Advisor.)

Further Questions?

Questions concerning risk management or event planning can be directed to your Student Organizations & Leadership Advisor at (916) 278-6595.

Student Leader Resource Guides

The Student Leader Resource Guides are "on the go" sheets with valuable information to help you be a better leader! Topics range from conflict management to parliamentary procedure. The Student Leader Resource Guides can be found here: <http://www.csus.edu/soal/Student Leader Resources/guides.pdf>

Title IX

The CSU is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. It is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and veteran status. Resources and contact information about Title IX and Sacramento State's efforts regarding campus sexual violence prevention, can be found by visiting the WE CARE WE WILL HELP website at: <http://www.csus.edu/titleix/>

Webpages and Emails

To create an email click here https://csus.service-now.com/service/request?sysparm_id=3bf047e26fe1b1003b12508e5d3ee4ff

Getting a Webpage

Want to learn how to get your Web site online? Before creating or updating your Web pages it is important to understand the Web policies and guidelines implemented at Sacramento State.

The detailed steps listed below will guide you through the process.

1. Request a Sacramento State Web account

Student organization account — [Use the online form to request an organization Web account.](#)

2. Gather materials

After requesting a Web account, gather your materials you wish to place online. Materials may include:

- Articles from magazines, newspapers and journals
- Calendar of events
- Current Web pages
- Graphics, images and photographs
- Meeting agendas, notes
- Presentation materials
- Program requirements and forms

3. Create/edit HTML files

When your account is ready you may begin creating or editing your Web (HTML) documents. In addition, some documents such as Microsoft Word and Microsoft PowerPoint, may need to be

modified for the Web — they can be electronically “printed” as Adobe Acrobat files (PDF) and uploaded to your Web page.

You may choose to create/edit your documents using a text editor, such as Notepad (PC) or SimpleText (Macintosh), or a Web editor, like Macromedia Dreamweaver or Microsoft FrontPage. Web editors allow you to edit Web pages without knowing HTML, while text editors require you to know and use HTML tags.

Remember to identify and separate your content into subject pages or categories. Where possible, try to limit the length of each Web page to prevent excessive scrolling.

Resources:

Personal Web pages resource page
Quick Reference site (QuikRefs)
WebCT-specific Web page resources
Additional resources

4. Preview HTML files

After creating or editing your Web pages you need to preview them in a Web browser. Remember to test all of your hyperlinks and check your spelling! Test the site in different Web browsers to make certain that text, images, and table alignments are correctly displayed. Some are more tolerant of errors than others. You may also have another user test your Web pages.

5. Upload to server

When you are satisfied with your Web pages you can copy (upload) them to the Web server. Use the site or publish feature within the Macromedia Dreamweaver or Microsoft FrontPage software to connect to your Web account and upload the files. Alternatively, you can use a File Transfer Protocol (FTP) program to upload your files to the Web server, such as WS-FTP (PC) or Fetch (Macintosh).

Student organization account — Follow the steps on the SacLink FTP page, but use www.csus.edu in the Host Name/Address box.

6. View pages on the web

After you copy (upload) your files to the Web server for your account, remember to view your completed pages in a browser using the actual Web server address where your files are located.

Test the site in different Web browsers to make certain that text, images, and table alignments are correctly displayed. Some are more tolerant of errors. You may also have another user test the Web pages.

Faculty and Staff Advisors

Faculty/Staff Advisor Policy

Organizations are required to have a part/full-time faculty or exempt professional staff member as an Faculty/Staff Advisor. Groups are permitted to have non-University related Advisors in addition to their Faculty /Staff Advisor if they wish. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. Faculty and staff often look forward to opportunities to work with students outside the traditional classroom and in areas of personal interests.

Duties of an Advisor

- Be familiar with the organization's objectives, constitution and bylaws
- Meet regularly with student leaders to give them support and encourage them to accept their responsibilities, meet their objectives, and develop as leaders
- Be familiar with University policies and risk management procedures to assist leaders in their efforts to conduct business on campus
- Be able to help members explore alternatives as they plan activities and events, realizing that final decisions and organizational management is the responsibility of the members



- Help leaders during periods of transition in an effort to maintain continuity
- Assist the organization in their efforts to secure funding from campus and/or community sources within approved guidelines
- Alert student leaders to potential organizational problems

For an advisor to be effective it is very important that they be kept informed as to the operation and needs of the organization. It is the responsibility of the student leaders to see that the advisor receives all minutes of meetings and is kept abreast of the program, upcoming events, and meetings. It is not the role of an advisor to “impose” themselves on an organization, but to be an available resource to the leadership and members. The Student Organizations & Leadership Staff serves in a general advisory role to organizations and advises as the need and particular questions arise.

Replacing an Ineffective Advisor

Occasionally an advisor to a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club President should contact Student Organizations & Leadership to discuss the problems or issues involving their advisor. As a follow-up on expressed concerns, a central file will be maintained that documents all remedial efforts and corrective actions. If a student organization and its advisor are unable to resolve the issue(s), the student organization’s constitution stipulates that they can vote to remove that advisor.

Liability and Advisors

Voluntary advisors to recognized student organizations are not usually directly responsible for the activities of the group. Advisors are accepting risk of being included in third party complaints against the organization and for their own actions. While the University cannot preclude third party actions which might include the advisor, the University offers the services of legal staff in such instances.

Duties of Advisors at Events

The members of the sponsoring organization are responsible for the smooth operation of a function. Advisors are not supposed to serve as “police” but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that advisors be available and prepared to assist in any emergency situation which might arise at an open public event. When an advisor signs, or permits a designee to sign a requisition for an event, he/she is indicating acceptance for sponsorship of the event and a willingness to be reasonably informed on the activities planned. Advisors are encouraged to be present during the entire time for which the event is scheduled.

Organization's Responsibilities to the Advisor

The organization is expected to have the following responsibilities:

- To keep the advisor informed concerning the overall program of the organization
- To notify the advisor well in advance of the schedule of meetings and events
- To give the advisor an opportunity to express an opinion on issues



University Policies & Guidelines

All students and student organizations are expected to follow the policies of Sacramento State. The University has a Policy Manual that is the official source for policies of Sacramento State. The complete University Policy Manual can be found by clicking here <http://www.csus.edu/umanual/>.

Alcohol Beverage and Drug Policy

Here are important excerpts from this policy as they relate to student organizations.

- Except as expressly permitted by law or University regulations the use, possession, manufacture, or distribution of illegal drugs or drug related paraphernalia, or the misuse of legal pharmaceutical drugs is prohibited.
- The sale of alcohol is prohibited without a license from the California Department of Alcoholic Beverage Control. Exchanging any consideration, either directly or indirectly, for an alcoholic beverage constitutes a sale. "Consideration" includes: Money, Tickets, Tokens, Chips, T-shirts, Bracelets, Anything else that has been issued in exchange for money or anything else of value
- An event shall not be open to the public or University community at large and shall not be advertised to the public or University community as an event where alcoholic beverages are to be served. Attendance at an event shall be limited to members of the sponsoring group and their invited guests.
- All membership recruitment activities shall be alcohol-free: 1) Alcohol will not be consumed or served before or during the event. 2) No active members who are present will be under the influence of alcohol. 3) No potential members who are present will be under the influence of alcohol. Recruitment is defined as any activity intended to gain new members. This includes, but is not limited to, the time between the opening of the residence halls and the acceptance of an invitation to membership.
- Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity is prohibited.
- Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is prohibited.
- Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community is prohibited.
- Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited.
- Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations is prohibited.
- For more information please reference the University Policy: <http://www.csus.edu/umanual/student/STU-0103.html>

Alumni Grove

Alumni Grove is an area on the eastern edge of the campus adjacent to the American River and is intended for use by all members of the University community. There are a limited number of permanent tables with benches and grills in the improved area. Additional equipment may be brought into the area via the levee road; however parking on the levee road is prohibited at all times.

Alumni Grove is designed for casual student, faculty and alumni use as well as organized use. Therefore, before approving any reservation for use, the appropriate University scheduling office will ensure that the sponsoring organization will respect the use of Alumni Grove by others.

At the time of scheduling, the following special concerns will be considered:

- Need for additional physical facilities and/or equipment a minimum of one-week notice is needed for delivery
- Need for electrical power
- Need for compliance with University Alcoholic Beverages Policy, which prohibits consumption of alcoholic beverages in outdoor areas
- Need for utilization of University Police
- Need to unlock gate for vehicle delivery access. Note that the levee road is for access only. No parking is permitted on the levee at any time
- Estimated costs for any of the above services and method of payment for same
- Alumni Grove may be scheduled from 7:00 a.m. through 1:00 a.m. any day of the week. Scheduling of Alumni Grove may be denied where utilization of Alumni Grove on a proposed date and time will conflict with another previously scheduled event.
- The sponsoring organization may post the space reservation notice or other appropriate signs so that casual users will not interfere with scheduled activities and vice versa.

It is possible to be married in Alumni Grove, provided that the person making the request is a student or faculty member at the time the request is made; the person making the request will be one of the persons to be married; and the person agrees to comply with regulations on clean up and the serving of alcoholic beverages on campus. Amplified sound is not permitted in the Alumni Grove.

Amplified Sound

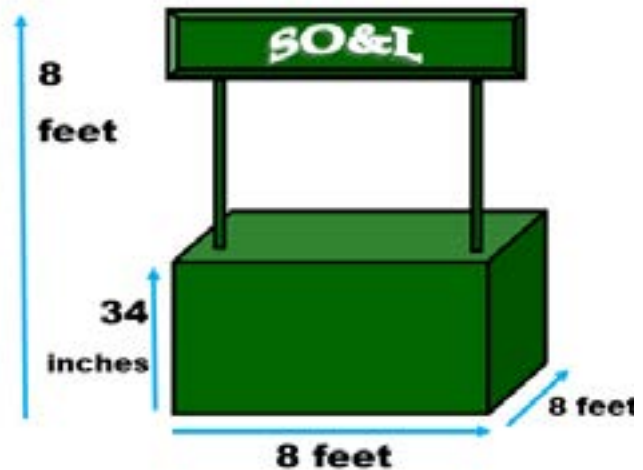
The complete policy and the approval process can be found in the Time, Place & Manner Restrictions on Speech and Speech-Related Activities in the University Policy Manual: <http://www.csus.edu/umanual/student/stu-0125.htm>

Booth/Table Policy

- A. Recognized student organizations in good standing have the ability to reserve space in the

Library Quad and other designated areas by appointment. Please see “Library Quad events & Club Days” for details specific to tabling the first two weeks of the semester.

- B. Booths may not exceed 8 feet in length, width, and overall height. The surface height (i.e. the area in which you display materials for individuals to pick up or sign up to share their interest) may not exceed 34 inches. Booths may only be one story. Only the use of flame resistant (CPAI-84 compliant) canopies/pop-ups are permitted.
- C. Booths may not have a solid base, carpeting or other flooring. Such items can damage or kill the grass.
- D. All materials disseminated during Club Days must adhere to the University Publicity and Posting Policy.
- E. Distribution of food (including candy), beverages, or cooking for members is not permitted during Club Days.
- F. Booth space is for club promotion only; promotion of for profit groups is not permitted.
- G. Amplified sound is not permitted at individual booths, and power is not available.
- H. All items left in the area, unattended, are left at your own risk.
- I. The University reserves the right to remove booths/tabling materials which interfere with the normal operations of the campus, obstruct vehicular sight lines or are deemed unsafe to pedestrian traffic.
- J. Any booth remaining past the final date of the reservation shall be disposed of by University Facilities Management. Organizations whose booth, table, furniture, or canopy has to be removed by the University may be assessed a fine up to \$300 and not be permitted to participate in Club Days for an entire year.



Code of Conduct and Hazing

The Student Code of Conduct outlines behaviors that are punishable by expulsion, suspension and probation from the University. Student organizations are expected to refrain from all activities included in this policy. The Code of Conduct specifically references student organizations concerning hazing. Students and organizations found participating in hazing will be subject to expulsion, suspension, and/or probation from the University.

- Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: “Hazing” includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.
- A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is a violation of this section.

Food Policies

Student Organizations who wish to supply their own food at closed meetings must get approval prior to the meeting from their Student Organizations & Leadership Advisor. Types of food permitted are online in the University Union, Self Food Service Policy found here: <https://confluence.unionwellinc.org/display/UWIP/Self+Food+Service>.

Food sales or dispensing of food on campus by recognized campus organizations is coordinated through Student Organizations & Leadership. Only recognized campus organizations may be granted approval to sell or dispense food on campus for the purpose of raising funds in support of their programs or to provide food as an integral part of an organization event. Individuals may not sell or dispense food on campus. 2-week notice is required for all perishable food events.

Groups interested in holding an event on campus at which food will be distributed are required to do the following:

- Attend a Food Distribution and Sales workshop sponsored by Student Organizations & Leadership
- Schedule a meeting with a Student Organizations & Leadership Advisor, a minimum of two weeks in advance of the planned sale, to review the guidelines and request a space
- Complete a Request to Serve Food Form, available in Student Organizations & Leadership
- Complete the Temporary Food Facility Information sheets (applies to “Perishable Food Events” only)

- Complete a Request to Raise Funds Form, if food or beverages will be sold
- Deposit funds raised into the group's ASI Club Account, or other University Account after the event

Definitions

- "Nonperishable Food" means food that is not a potentially hazardous food, and that does not show signs of spoiling, becoming rancid, or developing objectionable odors during storage, e.g., prepackaged food dispensed in original containers and not requiring temperature control; whole fruits; popcorn made in a standard commercial popper; coffee, tea and punch, if made in approved containers and served in single-service cups. Groups serving only nonperishable foods should refer to the "Bake Sale" guidelines.
- "Perishable Foods" in general is a very perishable (potentially hazardous) commodity. It is highly subject to spoilage and deterioration. Perishable food items must be either refrigerated at 41°F or below or heated above 140°F, even during transport and serving time. Examples of perishable foods are: meat, fish, poultry, eggs, dairy products, any type of salad, cooked beans, any creamed item, cottage cheese, cream cheese, items with mayonnaise, desserts with cream, etc.
- "Perishable Food Event", as referred to in this document, includes the sale, distribution or giving away of perishable and non-perishable foods to the public. Distribution of food to only individuals affiliated with a student organization, department or other identifiable group that is limited in number, is not considered a public "Perishable Food Event" and does not require a permit from County of Sacramento Environmental Management Department-Environmental Health Division, but is subject to all other health and safety guidelines as outlined in this document.

Frequency

Recognized campus organizations may host a "Perishable Food Event" or "Bake Sale" a maximum of four (4) days each academic year.

Location

- Space Management and the Director of Dining Services must approve, in advance, all locations for food distribution and sales. Student Organizations & Leadership will help facilitate the approval process.
- Distribution (the sale or giving away) of perishable is permitted in the Library Quad only with a permit from the County of Sacramento Environmental Management Department-Environmental Health Division. The application process takes a minimum of three weeks.

Bake Sale Food Requirements

- "Bake Sales" include the sale or giving away of non-perishable foods only.
- No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold, or given away.
- Every bakery product shall have a protective wrapping that bears a label that complies with the labeling requirements prescribed by the Sherman Food, Drug, and Cosmetic Law:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/DeviceandDrugSafetyProgram/ShermanFoodDrugandCosmeticLaw.pdf>

- All food and beverages shall be protected at all times from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.
- Doughnuts and similar pastries do not require individualized protective wrap, but must remain in the original covered box and be served to the customer using single serving disposable wrappers.
- Ice used in beverages shall be protected from contamination and shall be maintained separate from ice used for refrigeration purposes.
- All food and food containers shall be stored off the ground or floor.
- Smoking is prohibited in the immediate area (radius of 20 ft.).
- All garbage shall be disposed of in a sanitary manner.
- Individuals handling food shall wear clean clothing and shall keep their hands clean at all times by washing hands thoroughly and using antibacterial soap or gloves.

Perishable Food Sale and Distribution Requirements

- Groups wishing to conduct a “Perishable Food Event” (including the sale, distribution or giving away of food defined as perishable) must follow the specific guidelines for “Temporary Food Facility Operators”. The organization must also obtain a Temporary Food Facility Permit from the County of Sacramento Environmental Management Department-Environmental Health Division. The SOAL office will connect you with Dining Services and they will help process the permit.
- In order to insure the meeting of reasonable need, organizational success and health and safety monitoring, as well as to limit unnecessary liability and opportunities for health hazard, fundraising sales and dispensing of perishable foods will be limited to specialty foods not otherwise routinely available for sale or distribution on campus or to specific foods deemed integral to the ethnic/cultural nature of the event.
- On the day of the event, prior to the service of any food, a staff member from Student Organizations & Leadership will inspect student organization sponsored events for compliance with all “Temporary Food Facility” requirements. Groups not in compliance will not be allowed to conduct food sales or service, until all violations have been corrected and the group is in full compliance with all regulations.
- Groups conducting a public “Perishable Food Event” will also be subject to inspection by the County of Sacramento Environmental Management Department-Environmental Health Division.
- No food prepared or stored in a private home shall be used, stored, served, offered for sale, sold, or given away.

Campus Departments

Campus departments are required to comply with the general intent of this policy and should contact Student Organizations & Leadership for approval of the sale or dispensing of food on campus after obtaining space approval from Space Management or the University Union/The WELL.

Community Organizations

Community organizations must comply with the general intent of this policy and are subject to County permit requirements and inspections. The University Enterprises, Inc. reviews and approves the sale and dispensing of food served by community organizations and non-university vendors after a space reservation has been approved through Space Management or the University Union/The WELL. The relevant scheduling office will direct community organizations to the appropriate University Enterprises, Inc. contact for review and approval of requests to sell or dispense food at approved events. In addition, proof of liability insurance may be required by the Sacramento State Office of Risk Management.

Fundraising

A fundraising event is defined as an activity where admission is charged, donations are required or actively solicited, sales take place, or other financial consideration is accrued by the sponsoring organization. All student organizations must submit a Request to Raise Funds on Campus form to Student Organizations & Leadership at least two weeks prior and receive written approval prior to using any University for campus auxiliary facilities for a fundraising event. In addition, student organizations shall comply with the following:

General

1. The activity must be of such a nature as to contribute to the educational, cultural, or social benefit of the University.
2. It is advisable to have contracts between outside agencies and the sponsoring organizations reviewed by a Student Organizations & Leadership Advisor (and the ASI Executive Director if the event is co-sponsored by ASI) prior to being signed or before commitments are made. It should be evident in the terms of the contract that the organization, rather than the promoter, is initiating and publicizing the event.
3. Use of alcoholic beverages are allowed only in strict compliance with the University Alcoholic Beverages Policy <http://www.csus.edu/umanual/student/STU-0103.html>
4. A student coordinator designated by the sponsoring organization shall represent the organization in all arrangements concerning the event with Student Organizations & Leadership and ASI.
5. No payment of funds from a fundraising event may be made to any full-time University employee without prior approval of the University Director of Personnel Services and after consultation with the ASI Executive Director.
6. A report of cash grants, scholarships, or awards allocated to students of the University as a result of a fundraising event(s) must be filed with the Financial Aid Office no more than seven days after the monies are awarded. The designated student coordinator will be responsible for filing the report. Student Organizations & Leadership will assist in the completion of the form.

Sales Activities

1. Items to be sold must be approved at the time the space is requested. Requests for tables and chairs should be made through Student Organizations & Leadership. Requests for other campus facilities should be made through the University Union's Events Services Office. All food sales must comply with the Sale and Dispensing of Food on Campus Policy.
2. Sales by recognized student organizations through commercial transactions may be permitted if the proposed activity aids achievement of the educational objectives of the campus, does not unreasonably interfere with the operation of the campus and is not prohibited by law. A copy of Student Organizations & Leadership's approval of the event specifying time, place and manner must be available at the event. Permission may be withheld due to time when areas may be overcrowded by campus activities.
3. Student organizations are not permitted to charge or accept donations from outside vendors for the vendor's privilege of utilizing University property to sell items or to present informational or educational shows, demonstrations, etc., under the organization's sponsorship. An organization may act on behalf of a vendor providing student organization members staff the operation.

Program Activities

1. Facilities must be properly reserved through Student Organizations & Leadership. Additional resources and/or services may need to be reserved through the Events Services Office and/or The WELL (i.e. technology, referees). Any event where attendance includes non-members of the organization or where special equipment or facilities (i.e. the South Gym, North Gym, Stadium, Music Recital Hall, etc.) are requested, may be determined to be a major event which, additionally, requires compliance with the Special Events Policy.
2. Sponsoring organizations are responsible for reimbursing the University for incurred expenses arising from a fundraising program. In specific cases where there is facility rental or use charges assessed to the organization, an advance deposit may be required.
3. Advance ticket sales and other financial transactions may be arranged by the student coordinator and the ASI Executive Director.
4. The University and its affiliated organizations will not sponsor or cosponsor raffles, sweepstakes, or drawings.
5. Events produced solely by either ASI or the University Union to which admission may be charged are not considered fundraising events within the definition of this policy, but shall be considered within the Special Events Policy.

Good Neighbor Guidelines

Sacramento State encourages student residents within Sacramento neighborhoods to live up to the tenets of the following Good Neighbor Guidelines. Like all residents, students are expected to conduct themselves as mature and responsible members of the Sacramento and University communities. As such, they are responsible for upholding all state and city laws and ordinances,

especially those relating to noise, traffic, parking, zoning, and consumption of alcohol. In addition, as responsible members of society, they are expected to foster an atmosphere which nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of view, and an environment that encourages responsible behavior in the community.

The good neighbor guidelines address the following areas:

1. Upkeep and Beautification
2. Traffic Safety and Parking
3. Neighborhood Relations
4. Alcohol and Other Drugs

The following guidelines are consistent with the educational role of the University, the rights and needs of all residents, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

1. Upkeep and Beautification:

Students and student organizations are expected to maintain a safe, clean, and attractive environment for the health and well-being of their members, guests, and neighbors. Specifically, the students will:

- maintain the property in accordance with all fire, health, zoning, building, and safety codes.
- maintain lawn and landscaping on a regular basis.
- dispose of litter, trash, and garbage on a regular basis in an appropriate manner.
- have clean up completed within 24 hours after social functions in order to ensure litter and trash is removed from the neighborhood.

2. Traffic Safety and Parking:

Students will:

- comply with the laws of Sacramento and the State of California and hold invited guests to the same standard of conduct.
- give priority to traffic safety and reduction of parking such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.
- educate household members and guests about neighborhood parking restrictions and encourage safe responsible driving.
- make provision for parking for social events. All residents and guests are prohibited from parking on lawns and other landscaped or unsurfaced areas at all times.
- educate household members and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighbors.

3. Neighborhood Relations

Students will:

- foster and maintain good community relations and cooperation with neighbors and authorities.
- consider holding large social functions away from the house at facilities of sufficient size to accommodate the crowd and when alcohol is served.
- be responsible for their conduct and encourage admitted guests to adhere to the same standard.
- observe quiet hours after 10:00 p.m. (Sunday through Thursday) and 12:30 a.m. (Friday and Saturday), with a limited number of events taking place on consecutive weekends.
- respect the rights of neighbors and follow existing laws and ordinances.
- take active steps to prevent damage to neighbors' property by admitted guests and household members.
- be responsible for damage to neighbors' properties caused by household members.
- be responsible for mediating and resolving neighborhood problems in a timely fashion.
- ensure that telephone calls to neighbors will be made before 9:00 p.m. in a mature and civil manner.
- host a meeting annually, prior to the beginning of classes in fall, with neighbors within 300 feet of the house and all other people who have expressed an interest to meet with student groups living in the neighborhood.
- provide telephone numbers of household contact persons or student organization leaders and alumni advisors to neighbors within 300 feet of the house prior to beginning of each academic year or with change of student organization officers.
- notify neighbors within 300 feet (multiple dwellings/manager) and all other people who have notified the student group of their desire to receive notices in writing of organized social events at least three days prior to the function. Notifications shall include size, type of event, hours and a contact person who will be present at the event.
- use amplified sound only in accordance with the Noise Ordinance. Exterior amplified sound in residential areas is discouraged.
- encourage hiring private security for large functions when alcohol is served.
- initiate programs to foster positive attitudes about relations with neighbors, reduction of noise, elimination of alcohol abuse, and elimination of verbal abuse.
- set reasonable limits on the total number of large events per semester and for the academic year that will take place at the residence.
- negotiate with neighbors regarding hours for basketball courts and limitations on athletic events where applicable.

4. Alcohol and Other Drugs

Students and members of recognized student organizations will set good examples and will:

- observe state and local laws governing alcohol and drug use.
- develop positive attitudes to combat abuse and encourage moderation. Recognized student organization officers should set good examples.
- not allow illegal drugs.
- where possible, sponsor alcohol and drug education programs including programs by national organizations or campus programs.
- encourage social events where only non-alcoholic beverages are served.
- provide, at events where alcohol is served, a variety of accessible non-alcoholic beverages and food.
- provide non-drinking monitors at all functions where alcohol is served.
- educate all student organization members regarding national risk management and insurance policies and hold members responsible where applicable.

Non-Commercial Solicitation

Please see the Time, Place & Manner Restrictions on Speech and Speech-Related Activities in the University Policy Manual: <http://www.csus.edu/umannual/student/stu-0125.htm>

Off Campus Behavior

- Section 41301, Student Conduct, Title 5 states: “This section clarifies the university’s authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university’s disciplinary process.”

Off Campus Events

Student organizations choosing to sponsor an event off-campus accept sole responsibility for the event. Student organizations sign a statement each fall during the organization renewal process which releases the University and its employees from any claims or causes of action arising out of any event held off campus and sponsored by a student organization. Organizations utilizing off-campus facilities or vendors are solely responsible for all contractual agreements they enter into and in no way involve the University or the advisor as an employee of the University.

Any recognized student organization which undertakes the sponsorship of an event accepts responsibility for maintaining proper conduct of those in attendance. Officers of the organization are responsible for informing members of the organization of this requirement. If a complaint is registered against an organization, Student Organizations & Leadership will request the complaint be placed in writing and a copy forwarded to the President of the organization concerned and the University Judicial Officer. If, in the opinion of Student Organizations & Leadership, the organization has not resolved the problem satisfactorily, or if the difficulty was of such proportion as to impair

the name of the University or other student organizations, disciplinary action may be initiated by the University Judicial Officer.

Student organizations sponsoring an event off-campus at a local venue may be required to provide proof of insurance. The University does not provide insurance coverage for student organizations sponsoring events held off-campus. The Risk Management Office will provide information and guidance to student organizations needing to purchase insurance for an event off-campus.

Organization Property or Location

Within your Student Organization Recognition Profile submission, you must provide an address for any building or property owned or controlled by your student organization.

Control is defined as the organization rents, leases or has some other type of written agreement (including an informal one, such as a letter or an e-mail) for a building or property, or a portion of a building or property.

Failure to list properties under the control of your organization could lead to loss of recognition.

Posting Policy

Please see the Time, Place & Manner Restrictions on Speech and Speech-Related Activities in the University Policy Manual: <http://www.csus.edu/umannual/student/stu-0125.htm>

Raffle and Casino Activities

A raffle may appear to be a great way to raise money for an organization with minimal effort or expense. Unfortunately, such “get rich quick” schemes are a violation of the California Penal Code (Sections 319-325).

The law specifies that any means of disposing of merchandise or property of value among persons who have paid or exchanged anything of value, whether it is called a lottery, raffle, or gift enterprise is a misdemeanor. It also holds every person who sells, gives or in any manner furnishes or transfers a ticket, chance or share liable. Likewise, persons who are involved in such activities through printing, writing, advertising, publishing or managing such activities are guilty of a misdemeanor, unless sanctioned by the state. Obtaining a license is a very involved process and a Student Organizations & Leadership Advisor must be consulted prior to submitting an application.

In the same manner, organizations are not permitted to sponsor a Casino Night event where there is an exchange of money for playing tokens or chips. Script must be distributed free with no connection to any donation of monies. In such cases, prizes should be awarded through a drawing process at the end of the event. All advertising should indicate that no purchase is necessary to

participate in the event.

Free drawings are permitted as a means of promoting an organization providing there is no money or other valuable consideration given in exchange for a chance. Questions on what might be considered a free drawing rather than a raffle should be directed to a Student Organizations & Leadership Advisor. No tickets or publicity should be printed without first obtaining written approval for a free drawing through Student Organizations & Leadership.

Service and Support Animals

The assistance of a service animal is one form of a reasonable accommodation for students and employees designed to facilitate access to academic programs and employment opportunities, respectively. Requests for service animals as reasonable accommodations are handled through Services for Students With Disabilities (for students) and the Office for Equal Opportunity (for employees).

Support animals are not considered a reasonable accommodation under the ADA and/or state law unless they otherwise qualify as a psychiatric service animal. However, pursuant to the federal Fair Housing Act and state law students and employees may request that a support animal reside with them in Housing and Residential life. Support animals, unlike service animals, generally may not accompany a person with disabilities to all public areas on campus. The complete policy for Animals and Serve Animals can be found here: <http://www.csus.edu/umannual/admin/adm-0105.html>

Smoke and Tobacco Free

Per CSU Executive Order 1108, the University is a 100% Smoke and Tobacco Free Campus. Smoking, chewing, vape pens and all other forms of tobacco are all strictly prohibited at Sacramento State. The smoke and tobacco free policy includes all of Sac State's indoor and outdoor areas, including practice areas, and creates a healthier environment for our campus.

Use of the University Name

Use of the University name within an organizations name is not permitted. Recognized organizations are permitted to use the name of California State University, Sacramento, Sacramento State, or Sac State only as a means of identifying the location of the organization. Such use should not imply University sponsorship or that the organization is an official agent of the University. Thus, the "Social Club of Sac State" would be correct, but the "Sac State Social Club" would be incorrect.

Vendor/Commercial Solicitation and Sales

The campus Commercial Solicitation and Sales policy was developed to clarify conditions under which commercial solicitation and sales can occur on campus. The Complete Policy can be found here <http://www.csus.edu/umannual/student/stu-0125.htm>

SPORT CLUBS PROGRAM ADDENDUM

About The Addendum

In addition to the expectations outlined for student organizations in the Student Organization Handbook, sport and recreation club members and coaches/instructors are required to follow specific policies, procedures, and processes outlined in the Sport Club Program Addendum in order to be recognized and supported by Student Organizations and Leadership. Due to the high risk nature of sport and recreation club activities, these requirements are essential to the health, safety, and wellbeing of the students and clubs participating under the Sport Clubs umbrella. This Addendum also provides sport and recreation clubs with additional resources and information that should be utilized in order to maximize organizational functionality and achieve organizational goals.



Should you have any questions regarding the policies and procedures contained herein, please feel free to contact Student Organizations & Leadership in our office in the University Union, second floor or call (916) 278-6595.

Categories within the Sport Clubs Program

Sport Clubs

Sport clubs are highly competitive clubs which travel and compete against other universities across the country in collegiate conferences. They also compete in nationally recognized tournaments and championships. Sport clubs must have 100% student members. Sport clubs practice and train between 2-6 days per week depending on the club's goals and access to facilities. Clubs typically travel and compete on weekends, although occasional weekday competitions will take place on and off campus.

Sport club travel is approved and monitored by the Sport Clubs professional staff and their representatives.

Each club is required to have 5 officer positions. An overview of each position is covered in the [Officer Overview section of this document](#).

- President
- Treasurer
- Safety
- Travel
- Sport Club Council Representative

Many sport clubs hire coaches in order to help develop and improve the skills of the athletes in the club. Many of these coaches are hired as volunteers, but some clubs elect to pay their coaches for their service. If a club is paying a coach, they must pay them through the ASI club account. Sport Club Coaches are not required to be Sacramento State students.

Each club must have valid CPR/First Aid/AED certifications on file with Student Organizations & Leadership. Presidents, Safety Officers, and coaches must maintain valid certifications so that clubs can respond to emergencies appropriately. If a club does not have a coach, the club's Travel Officer must maintain these certifications. In addition, water sports are required to have either a coach, boat driver, Safety Officer, or President with a valid Lifeguard Certification on file with Student Organizations & Leadership.

Recreation Clubs

Each recreation club is organized and led by students. Recreation clubs meet on a weekly basis, host local and regional events, and occasionally enter competitions independently of Sacramento State. Recreation club membership must be made up of at least 80% Sacramento State students.

Recreation clubs practice and train between 1-4 days per week depending on the club's goals and access to facilities. Recreation clubs cannot not travel and compete on behalf of the University, but many of them enter competitions that are unaffiliated with the University. Recreation clubs

are separated into tiers based on risk. Sports/disciplines that have a higher probability of serious injury or are considered high risk will be placed in Tier 1 (i.e. MMA, Swim, Quidditch, etc.).

Each high risk recreation club must have valid CPR/First Aid/AED certifications on file with Student Organizations & Leadership. Presidents, Safety Officers, and instructors must maintain valid certifications so that clubs can respond to emergencies appropriately. In addition, water sports are required to have either an instructor, boat driver, Safety Officer, or President with a valid Lifeguard Certification on file with Student Organizations & Leadership.

Recognition & Member Registration

Starting a New Sport or Recreation Club

Recreation Clubs

Recreation clubs must follow the recognition process outlined [here in this Student Organization Handbook](#).

Sport Clubs

In addition to completing the Student Organizations & Leadership club recognition process, current recreation clubs can apply to become a sport club after one academic year of recognition, if they submit an application and meet the below sport club criteria:

- A. Identify a National Governing Body (NGB) the club can join
- B. Identify a collegiate conference or 3 NGB collegiate sanctioned competitions that the club will compete in per academic year

If a club's application is approved by the Sport Clubs Professional Staff, the club will present to the Sport Club Council in April or May and either be voted in or out by the Council.

Clubs who have not been a recreation club for an academic year can apply to become an unfunded sport club for the following academic year if they meet the above sport club criteria. If a club's application is approved by the Sport Clubs professional staff, the club will present to the Sport Club Council in April or May and either be voted in or out by the Council. They will not receive funding for the following academic year, but they can still compete as a Sacramento State Sport Club if they are voted in by the Council. These clubs will be held to the same requirements, policies, and procedures that are specific to funded sport clubs. The club will have the ability to receive funding after existing for one academic year as an unfunded sport club.

Sport Club Membership

Eligibility

In order to participate as a sport club member or with a sport club team (i.e. all activities, practices, trainings, competitions, travel) an individual must meet the following:

- Enrollment: Students must be fully matriculated Sacramento State students in order to participate as a sport club member. Students taking classes solely through the College of Continuing Education or “Open University” are not eligible for participation.
- Grade Point Average: Students are required to have and maintain a grade point average of 2.0 or higher for the previously enrolled term and cumulatively. Term GPA refers to Fall and Spring terms, not summer or winter session.

Sport Club Primary Medical Insurance Requirement

Having individual primary health care coverage is mandatory for all sport club members.

- Coverage must be a regular health care policy, which means that the standard medical/ counseling benefits offered by the University to all students is not sufficient, as it provides no coverage in the evenings, on weekends, or when away from this area.
- Students without primary health care coverage will not be permitted to participate in a sport club.

Sport Club Tryout Waivers

During the first three (3) weeks of the academic year, Sport Clubs can have their members/ potential members complete and submit tryout waivers so that they can participate in club meetings, practices, and tryouts while completing their appropriate membership application. It is the responsibility of the club president to submit the hard copy waivers to Student Organizations & Leadership each week during the tryout period. After the three (3) week period, this waiver is no longer be valid. Students must submit the Sport Club Membership Application on Orgsync, and be approved by Student Organizations & Leadership, by the end of the tryout period in order to continue participating in any club activities.

Sport Club Member Registration

All students must complete an application process in order to be approved by Student Organizations & Leadership to participate in a sport club. Interested student participants are not allowed to partake in club activities until they receive application approval from the Sport Clubs professional staff or their representative. This includes club practices, trainings, competitions, fundraisers, trips, events, etc. Below are the necessary steps to become a member:

1. Join your club’s portal on OrgSync
2. Complete and submit Sport Club Member Application on OrgSync (application is located under “Forms”).
3. Receive approval from Sport Clubs professional staff or their representative

If a Sport Club practices, trains, competes, travels, etc. with a non-approved participant, the individual and Sport Club are violating University policy and may be subject to disciplinary action.

Recreation Club Membership

Tier I Recreation Club Trial Waivers

During the first three (3) weeks of the academic year, Tier 1 Recreation Clubs can have their members/potential members complete and submit trial waivers so that they can participate in club meetings and practices, while completing their appropriate membership application. It is the responsibility of the club president to submit the hard copy waivers to Student Organizations & Leadership each week during the trial period. After the three (3) week period, this waiver is no longer be valid. Students must submit the Recreation Club Membership Application on Orgsync, and be approved by Student Organizations & Leadership, by the end of the trial period in order to continue participating in any club activities.

Recreation Club Member Registration

All students must complete an application process in order to be approved by Student Organizations & Leadership to participate in a recreation club. Interested student participants are not allowed to partake in club activities until they receive application approval from the Sport Clubs professional staff or their representative. This includes club practices, trainings, fundraisers, events, etc. Below are the necessary steps to become a member:

1. Join your club's portal on OrgSync
2. Complete and submit Recreation Club Member Application on OrgSync (application is located under "Forms").
3. Receive approval from Sport Clubs professional staff or their representative

If a Recreation Club practices, trains, etc. with a non-approved participant, the individual and Recreation Club are violating University policy and may be subject to disciplinary action.

Recreation Club Community Member Registration

All community members (non-Sacramento State students) must complete an application process in order to be approved by Student Organizations & Leadership to participate in a recreation club. Interested participants are not allowed to partake in club activities until the President of the club receives application approval from the Sport Clubs professional staff or their representative. This includes club practices, fundraisers, events, etc. Below are the necessary steps to become a community member:

1. Submit club specific liability waiver to Student Organizations & Leadership
2. Submit Community Member Information Form to Student Organizations & Leadership (Tier 1

Recreation Clubs only)

- a) Community Members in Tier 1 Recreation Clubs must have primary medical insurance
 - b) Trial Waivers from Community Members will not be accepted
 - c) Community Members must be 18 years of age or older
3. Receive approval from the President of the club

If a Recreation Club practices, trains, etc. with a non-approved participant, the Recreation Club is violating University policy and may be subject to disciplinary action.

Organizational Standards and Sports Club Policy

General Student Organization Expectations

Organizational Standards & Expectations

All student organizations must follow a set of standards and expectations. [These are outlined here in this Student Organization Handbook.](#)

Code of Conduct and Hazing

The Student Code of Conduct outlines behaviors that are punishable by expulsion, suspension and probation from the University. Student organizations are expected to refrain from all activities in this policy. The Code of Conduct specifically references student organizations concerning hazing. Students and organizations found participating in hazing will be subject to expulsion, suspension, and/or probation from the University. For information regarding the [Sacramento State Student Code of Conduct and Hazing Policy](#).

Discipline of Student Organizations

Student organizations and clubs at Sacramento State ("University") must comply with University policy and/or regulations and local, state and federal law. When a student joins, or is joining a student club or organization; he or she, besides the obligations, benefits, and privileges of membership accepts responsibility for the actions of the club or organization and for the other members while engaged in club or organizational endeavors. [For information regarding Discipline of Student Organizations, click here.](#)

Sport Clubs Specific Policy

Alcohol, Tobacco, & Drugs Policy for Sport Clubs

1. Sport Club members and coaches are required to be drug and alcohol free when involved in Sport Club travel, practice, competition, event, or function. This includes being under the influence of, or in possession of, any intoxicating or illegal drug and/or the misuse of prescription drugs.

2. Wearing Sport Club team uniforms, jerseys, or other team paraphernalia while consuming alcohol or at a drinking establishment, regardless of age, is prohibited.
3. Promoting or advertising Sport Clubs while consuming alcohol or at a drinking establishment is prohibited.
4. The use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, other tobacco products, and smoke emanating products including e-cigarettes, vapor devices, and other like products are strictly prohibited at practices, competitions, and trainings, both on and off-campus.
5. Clubs are at all times responsible for guests, spectators, and participants at their events, and will be held accountable for the actions of these persons.
6. Sport clubs are responsible for refusing admission to their activities of persons under the influence or in possession of alcoholic beverages. If needed, the club must provide gate attendants to assist in preventing alcohol from entering the facility.

Transgender Policy

Introduction

Everyone has a gender identity, which can be described as our own internal understanding of our gender as male, female, both, or neither. We also have gender expression: the varying ways we express our gender through the way we dress, style of hair, and even the pronoun and/or name we choose to be called.

“Transgender*” is used as an umbrella term for anyone who transgresses or blurs traditional gender categories, inclusive of female-to-male and male-to-female transsexuals, crossdressers, drag queens and kings, genderqueers, gender blenders, two-spirit people, androgyny, and other self-identified gender non-conforming people. A male-to-female (MTF) transgender person is someone who was assigned male at birth, but who identifies as a female or a woman. A female-to-male (FTM) transgender person is someone who was assigned female at birth, but who identifies as a male or a man. The term “cisgender” is used to describe a person whose self-identity conforms with the gender that corresponds to their biological sex.

California State University, Sacramento Non-discrimination Policy prohibits discrimination on the basis of gender identity and/or gender expression. In accordance with this policy and to uphold the University’s educational goals of equity and inclusion, the Sacramento State Sport Clubs Program maintains the following guidelines to facilitate and encourage the participation of transgender students, staff, faculty, and visitors. These guidelines cover: participation in sport clubs and accommodation for transgender identified people who attend and participate in Sport Club contests that take place at the California State University, Sacramento.

These guidelines closely follow the principles offered in the 2010 report *On the Team: Equal Opportunity for Transgender Student Athletes*. Written by Pat Griffin and Helen J. Carroll, the report stems from the work of a think tank entitled “Equal Opportunities for Transgender Student Athletes”

that included “leaders from the National Collegiate Athletic Association and the National High School Federation, transgender student athletes, and an impressive array of experts on transgender issues from a range of disciplines-law, medicine, advocacy, and athletics.”

The Think Tank identified ten principles:

1. Participation in interscholastic and intercollegiate athletics is a valuable part of the education experience for all students.
2. Transgender student athletes should have equal opportunity to participate in sports.
3. The integrity of women’s sports should be preserved.
4. Policies governing sports should be based on medical knowledge and scientific validity.
5. Policies governing sports should be objective, workable, and practicable; they should also be written, available and equitably enforced.
6. Policies governing the participation of transgender students in sports should be fair in light of the tremendous variation among (all) individuals in strength, size, musculature, and ability.
7. The legitimate privacy interest of all student athletes should be protected.
8. The medical privacy of transgender students should be preserved.
9. Athletic administrators, staff, parents of athletes, and student athletes should have access to sound and effective educational resources and training related to the participation of transgender and gender-variant students in athletics.
10. Policies governing the participation of transgender students in athletics should comply with the state and federal laws protecting students from discrimination based on sex, disability, and gender identity and expression.

Confidentiality

All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student athlete makes a specific, written request otherwise. All information about an individual student’s transgender* identity and medical information, including physician’s information provided pursuant to these guidelines, shall be maintained confidential and in accordance with applicable state, local and federal privacy laws. In accordance with the Family Education Rights and Privacy Act and University policy (FERPA) and with the consent of the individual student, the information about an individual student’s transgender* identity may be shared with those who have legitimate need-to-know about the information. Those with legitimate need-to-know will be determined on a case by case basis and may include coaches, players, NGB, opponents’ coaches, officials, and California State University, Sacramento decision makers. (The NGB should provide a model confidentiality policy for member institutions, including information about medical waivers.)

Guidelines for Collegiate Sport Clubs

A transgender student athlete at the college level should be allowed to participate in any sports activity so long as that athlete’s use of hormones therapy, if any, is consistent with the National

Governing Body's (NGB) existing policies on banned medications. Specifically, a transgender student athlete should be allowed to participate in sex-separated sports activities under the following conditions.

I. Participate in Sex-Separated Sports Teams

- A. Transgender student athletes who are undergoing hormone treatment
 - 1. A male-to-female (MTF) trans student athlete who is taking medically prescribed hormone treatment related to gender transition may participate on men's team at any time, but must complete one year of medically prescribed hormone treatment related to gender transition before competing on a women's team.
 - 2. A female-to-male (FTM) trans student athlete who is taking medically prescribed testosterone related to gender transition may not participate on a women's team after beginning hormone treatment, and must request a medical exception from the National Governing Body (NGB) prior to competing on a men's team because testosterone is a banned substance.
 - 3. A female-to-male (FTM) trans student athlete who is taking medically prescribed testosterone for the purpose of gender transition may compete on a men's team.
 - 4. In any case where a student athlete is taking hormone treatment related to gender transition, that treatment must be monitored by a physician, and the NGB must receive regular reports about the athlete's eligibility according to these guidelines.

B. Transgender student athletes who are NOT undergoing hormone treatment

- 1. Any transgender student athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth sex, or gender.
- 2. A female-to-male trans student athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
- 3. A male-to-female trans student athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

II. Participation in Mixed Gender Sport Activities

A mixed team has both female and male participants and may be restricted in championship play according to specific national governing body rules.

A. Transgender student athletes who are undergoing hormone treatment

- 1. For purpose of mixed gender teams classification, a male-to-female (MTF) trans student

athlete who is taking medically prescribed hormone treatment related to gender transition shall be counted as a male participant until the athlete has completed one year of hormone treatment at which time the athlete shall be counted as a female participant.

2. For purpose of mixed gender team classification, a female-to-male (FTM) trans student athlete who is taking medically prescribed testosterone related to gender transition shall be counted as a male participant and must request a medial exception from the National Governing Body (NGB) prior to competing because testosterone is a banned substance.

B. Transgender student athletes who are NOT undergoing hormone treatment

1. For purpose of mixed gender team classification, a female-to-male (FTM) trans student athlete who is not taking testosterone related to gender transition may be counted as either a male or female.
2. For purposes of mixed gender teams classification, a female-to-male (FTM) trans student athlete who is not taking testosterone related to gender transition participating on a women's team shall not make that team a mixed gender team.
3. For the purpose of mixed gender team classification, a male-to-female (MTF) trans student athlete who is not taking hormone treatment related to gender transition shall count as a male.

III. Recommended Implementation Process

A. The student's responsibility

1. In order to avoid challenges to a transgender student's participation during a sport season, a student athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition shall submit the request to participate on a sports team in writing to the Sport Clubs Advisor upon matriculation or when the decision to undergo hormonal treatment is made.
2. The student shall submit her or his request to the Sport Clubs Advisor. The request shall include a letter from the student's physician documenting the student athlete's intention to transitioning or the student's transition status if the process has already been initiated. This letter shall identify the prescribed hormonal treatment for the student's gender transition and documentation of the student's testosterone levels, if relevant.

B. Individual School and National Governing Body Responsibilities

1. The Sport Clubs Advisor shall meet with the student to review eligibility requirements and the procedure for approval of transgender participation.
2. The Sport Clubs Advisor shall notify the NGB of the student's request to participate. The NGB will assign a facilitator to assist the Sport Clubs Advisor in responding to the request.
3. If a student athlete's request is denied by the Sport Clubs Advisor, the decision must be automatically reviewed by a team consisting of the Sport Clubs Advisor, the Director of Student Organizations and Leadership, and the Campus Title IX Coordinator. This team shall be convened and its decision reported to the Sport Clubs Advisor in a timely fashion. This committee should also include:
 - A health care professional, e.g. physician, psychiatrist, psychologist or other licensed health professional with experience in transgender health care and the World Professional Association for Transgender Health (WPATH) Standards of Care. The student athlete's physician can serve in this role.
 - A faculty athletic representative.
 - A representative from the PRIDE Center.
4. The Sport Clubs Advisor will notify the NGB of the appeal outcome.
5. The NGB will confirm that the treatment requirement has been met.
6. Transgender student athletes subject to a one-year transition period should receive an extension of their eligibility at the end of their transition period, upon timely review and approval by the NGB.
7. An opposing team or school may only challenge a transgender student athlete's approved eligibility through the accepted formal appeal process of the NGB.

Facilities, Support, and Education

I. Locker Rooms

Anyone using sports facilities on the California State University, Sacramento campus – whether Sacramento State athletes, visiting athletes, or other participants and attendants – shall have access to the changing, shower, and toilet facilities that accord with their gender identity.

II. Accommodations for travel

When possible, California State University, Sacramento athletes traveling to other schools should be assigned accommodations based on their gender identity, with more privacy provided, if possible,

when requested.

III. Names and Pronouns

Teammates, coaches, and other participants in sports shall refer to people by their preferred names and pronouns.

IV. Dress Codes and Uniforms

Dress codes should enable all athletes and other sports participants to dress in accord with their gender identity. For example, instead of requiring gendered forms of “dressy,” such as a skirt or dress, dress codes should require students to dress with appropriate formality in ways that suit their gender identity. Since both transgender and cisgender athletes may have preferred gender expression that do not conform to traditional norms of dress – for instance, not all women feel comfortable in a skirt this policy should be understood to apply to all athletes. Uniforms should not conflict with an athlete’s gender identity.

V. Education

At California State University, Sacramento: Athletes, coaches, trainers, and other people involved in the California State University, Sacramento Sport Club Program should be educated about transgender identities and the principles of transgender inclusion. They should be knowledgeable about how, in their particular roles, to support transgender-identified people, and be prepared to put this knowledge to use. The Sacramento State PRIDE Center, Women’s Resource Center, and Multi-Cultural Center can be utilized as an educational resource and provide Safe Zone Training for the aforementioned personnel.

For more information about transgender inclusion, coaches, athletes, and trainers can refer to the following article, “On The Team: Equal Opportunity for Transgender Student Athletes”

Which can be found here:

<http://www.nclrights.org/wp-content/uploads/2013/07/TransgenderStudentAthleteReport.pdf>

and/or contact the Campus Title IX Coordinator.

At schools or venues where California State University, Sacramento athletes compete: Without



naming or violating the privacy of transgender athletes or personnel in question, relevant authorities and personnel at those venues should be informed about expectations for the treatment of transgender athletes- including accommodation, pronoun, and name use – during and outside play.

Review Procedures

Please direct questions and concerns to the Sport Clubs Advisor, Josh Mandel-Sonner, at (916) 278-6731. As needed, a team consisting of the Sport Clubs Advisor, the Director of Student Organizations and Leadership, and the Campus Title IX Coordinator will meet to address questions or concerns.

If an individual feels he or she has been discriminated against or harassed on the basis of gender or any other protected class status, complaints must be directed to the Student Organizations and Leadership Office, the Office of Student Conduct or the Campus Title IX Coordinator contact information for each office is listed below.

Resources

Student Organizations and Leadership Office

www.csus.edu/soal

Campus Title IX Coordinator

<http://www.csus.edu/titleix>

Victim Advocate

<http://www.csus.edu/sexualviolence>

Student Health & Counseling Services

<http://www.csus.edu/shcs>

Office of Student Conduct

<http://www.csus.edu/student/osc/index.html>

PRIDE Center

<http://www.csus.edu/pride>



Reserving Space, Practices, & Competition

On-Campus Events & General Meetings

General Meetings- University Union and campus classrooms

In order to book general meeting space in the University Union or campus classrooms, authorized signers will need to follow the standard procedures for booking space outlined in the Student Organizations Handbook.

General Meetings/ Practices

All space requests for the Intramural Fields, Yosemite Gyms (100 & 171), Yosemite Studios (183 & 187), Yosemite Pool, Tennis Courts, South Green, and The WELL must be submitted to the Sport Clubs staff in email form. These general meetings are referred to as sport and recreation club practices, and often require additional safety measures and special considerations before requests are submitted to the appropriate department for approval. Sport clubs do receive priority over recreation clubs for space, as they are training and practicing for collegiate competition. The Sport Clubs staff will send out a call for all practice space requests each semester for the following semester, and include deadlines specific to each venue. Space in each facility is limited, so requests are submitted by the Sport Clubs staff on a first come first serve basis. The facilities listed above are managed by different departments on campus who have the right to cancel a scheduled practice, competition, or event if necessary.

Other Events

All sport club and recreation club space requests for “other events” will follow the procedures and policies outlined in the SO&L Handbook. For sport clubs and recreation clubs, these events are typically home competitions, tournaments, and fundraisers. A meeting with the Sport Clubs staff is recommended at least 3 weeks prior to the proposed event date, but it is highly encouraged that you plan further in advance due to space/facility limitations.



Contracts

Once requests are approved by the appropriate departments, the club member who submitted the request to the Sport Clubs staff will receive a contract via email from either Event Services or The WELL. Once the contract is reviewed, signed, and dated by the authorized signer, it will need to be submitted to Student Organizations & Leadership for approval. It is the responsibility of the club president to have this contract with them at all times during meetings, practices, competitions, events, etc.

Cancelling Space

It is the responsibility of the President to effectively communicate with parties involved with the club on and off campus. This requires the President to notify affected parties of any cancellations or schedule changes regarding facility use (The Well, Intramural Fields, South Green, Yosemite Hall, Tennis Courts, Pool, etc.) as soon as possible. Failure to do so could result in monetary fines, loss of space use, etc.

- To cancel space in The WELL, email reservations@thewellatsacstate.com. The Sport Clubs professional staff should be CC'd on the email.
- To cancel any other space on campus, email Space Management (spacemgt@csus.edu) & Event services (events.union@csus.edu). The Sport Clubs professional staff should be Cc'd on the email.

Off- Campus Practices (Sport Clubs Only)

The sport club office is required to maintain an accurate record of club practice information. Clubs that hold practices off-campus (ie. waterski cycling) or without an on-campus space reservation, must submit the following information to the sport club office no later than the end of the second week of the Fall Semester: The club must inform the sport club office if there are changes throughout the semester to the practice location and/or the practice days/times.

- Practice days/times
- Practice date range
- Practice location (as specific as possible)
- Contact information

Competition Schedules

The sport club office utilizes all club competition schedules to help market the clubs through pocket schedules, flyers, and other promotional materials. Competition schedules are also used to help allocate resources appropriately, ensure that clubs are properly supported at their events, and track Sport Club Travel. All sport clubs are required to submit their competition schedules to the sport club office no later than the end of the second week of the Fall semester.*

*The only exception to this is if a club's National Governing Body/conference/league does not release competition schedules until later in the semester. Clubs under this circumstance must communicate this to the Sport Clubs staff as soon as possible.

Officers, Coaches/Instructors, & Site Supervisors

Officer Overview

President

Being the President of a sport club comes with a great deal of challenges, learning experiences, and responsibility that results in personal growth and a positive impact on the organization. As the primary leader of the club, the President will be the face of the organization and the main point of contact between the club and Student Organizations & Leadership. It is the President's responsibility to enforce the club's constitution, while also upholding the policies set forth by the University, Student Organizations & Leadership, and the Sport Clubs Program. The President should be extremely responsible, delegate effectively, and actively pursue leadership development while holding office.

Responsibilities

- Uphold the club's constitution and bylaws
- Enforce University policies, Student Organizations & Leadership policies, Sport Club specific policies, and club bylaws
- Create an environment of strong team dynamics with an emphasis on sportsmanship and mutual respect
- Correspond directly with Student Organizations & Leadership and disperse information as necessary to all club members, officers, and coaches/instructors
- Oversee OrgSync recognition/renewal process
- Oversee the member registration and application process, while also ensuring that only cleared members are participating in club activities
- Oversee the coach/instructor registration and application process, while also ensuring that only cleared coaches/instructors are participating in club activities
- Reserve practice and competition space
- Work with National Governing Body & conference/league organizers
- Work with other universities, referee associations, community and business groups
- Hire coaches/instructors
- Oversee and inventory club uniforms, equipment, keys, etc.
- Uphold the Sport Club brand as shown in the Sport Clubs Style Guide
- Keep all club members up to date on critical information (travel plans, schedules, safety, SO&L updates)
- Structure club for long term success through the development and training of future club leaders
- Constantly seek ways to improve the club and get more members involved
- Strive to be at all club functions (practices, competitions, games) to enforce the club's constitution and policies
- Maintain current CPR/First Aid/AED certification from the American Red Cross or other nationally recognized organization.

Additional Skills

- Have strong conflict resolution skills and foster a positive relationship between officers and members
- Have strong time management, delegation, and communication skills
- Understand how to interact with other organizations in a positive and professional manner that represents the University and club well
- Cultivate positive relationships between the club and other organizations
- Be able to communicate exceptionally well across a variety of mediums (email, phone, in-person) with a diverse group of individuals, including but not limited to the members of the club, the Sport Clubs staff, Student Organizations and Leadership staff, Sacramento State staff and faculty, and other organizations involved with the club
- Be organized and proactive about delegation and empowering other officers and members
- Be available to assist club members with any club related tasks they are responsible for completing
- Understand what each officer position entails and be able to fulfill the stated duties of the other officers if they are for any reason unable to accomplish their stated duties or require assistance in their role

Mandatory Trainings

- President Training (Sport Clubs only)
- Nuts & Bolts Workshop
- CPR/ First Aid/ AED (Sport Clubs and Tier 1 Recreation Clubs)
- Concussion Management Online Training (Sport Clubs and Tier 1 Recreation Clubs)
- Safety training (Sport Clubs and Tier 1 Recreation Clubs)
- Other trainings as assigned

Treasurer

The primary purpose of the Treasurer is to oversee the financial well-being of the club in order to help it grow, flourish, and achieve its goals. The Treasurer should focus on maintaining the credibility of the club's ASI Bank Account by responding promptly to invoices, bills, and reimbursements. The club's ASI Bank Account and Sport Club Allocation funds should be monitored by the Treasurer.

Responsibilities

- Collect and keep track of all money being exchanged throughout the team, such as membership dues, travel expenditures, extra activities, team orders, etc.
- Create a club budget and ensure necessary funds are available to accomplish club goals
- Ensure athletic trainers and vendors are paid on time
- Oversee all ASI interactions and ASI paperwork, as well as being an authorized signer for the club
- Apply for ASI funding grants (DOC funding, National Championship Fund, and National Travel Fund), and if awarded, follow through with all paperwork needed in order to receive

reimbursements

- Organize and lead letter campaigns, fundraisers, and sponsorship pursuits.
- Sport Club Treasurers are also responsible for working with the Sport Clubs professional staff on transactions when utilizing the Sport Club Allocation.

Mandatory Trainings

- Nuts & Bolts Workshop
- Treasurer Training (Sport Clubs only)
- Concussion Management Online Training (Sport Clubs and Tier 1 Recreation Clubs)
- Other trainings as assigned

Optional Trainings

- Budget Training (Sport Clubs Only)

Safety Officer

The primary role of the Safety Officer is to ensure the health and safety of the club members. The Safety Officer should communicate risk mitigation strategies to all club members and coaches/instructors, while ensuring that policies and procedures are followed appropriately in the event of an emergency. Safety Officers should continue to develop their safety skills and knowledge throughout their time in office.

Responsibilities

- Ensure that all club activities are executed in a safe and responsible manner
- Remove potential hazards from practice/competition surface
- Alert the Sport Clubs professional staff or representative when playing/training surfaces and facilities are considered unsafe
- Inform officers, members, and coaches of all potential hazards during practices/trainings/competitions
- Complete and submit Injury Reports to Student Organizations & Leadership within 24 hours of a club member/coach/instructor sustaining an injury at a club event (practice, training, competition, travel, etc.)
- Read and understand the Sport Clubs Emergency Action Plan (EAP)
- Read and understand the Emergency Phone Tree, which can be found in the Sports Clubs Emergency Action Plan.
- Initiate the Emergency Action Plan in the case of an emergency as designated in the EAP for each specific venue/circumstance
- Act as the First Responder in the event of a serious injury during a competition or practice if appropriate medical personnel is not present
- Read, understand, and enforce the Concussion Management Policy
- Manage the club's First Aid Kit and ensure that it is stocked and easily assessable at all practices, trainings, competitions, and trips
- Maintain current CPR/First Aid/AED certification from the American Red Cross or other

nationally recognized organization.

- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.

Mandatory Trainings (Sport Clubs and Tier 1 Recreation Clubs)

- Safety Officer Training
- CPR/First Aid/AED
- Concussion Management Online Training
- Other trainings as assigned

Travel Officer (Sport Clubs Only)

The primary role of the Travel Officer is to complete the Trip Approval Process and ensure that all club travel is approved by Student Organizations & Leadership. Travel Officers are required to meet frequently with the Sport Clubs professional staff or their representative to verify that pre-trip, trip, and post-trip responsibilities are fulfilled and that they are adhering to all travel policies.

Responsibilities

- Meet with club members to determine which club members will be attending each trip, who is driving, appropriate lodging if necessary, and rentals if necessary, etc.
- Assume the role of Trip Leader unless unable to attend the particular trip. If unable to attend, the travel officer must assign a club member to take their place as trip leader for the trip. This includes filling out and submitting the travel/activity packets and attending all necessary meetings.
- Book appropriate reservations such as vehicle rentals, hotels, etc.
- Determine trip route and stops during the trip
- Submit Travel Applications or Activity Packets to the Sport Clubs professional staff or their representative 14 days prior to departure. For trips involving third party travel, travel applications are due 21 days prior to the trip.
- Communicate with Sport Clubs professional staff or representative on updates and changes to the Travel Application or Activity Packet
- Meet with Sport Clubs professional staff or representative to receive Trip Kit and review its contents
- Review “Safe Driving Tips” and trip details with all drivers (“Safe Driving Tips” is located in the Trip Kit)
- Have drivers complete 12-point vehicle checklist prior to departure (this document is located in the Trip Kit)
- Ensure only approved drivers are driving and that they are driving the vehicles listed on the Travel Application
- Ensure the drivers and passengers match the driver/passenger list submitted on the Travel Application or Activity Packet

- Ensure all Travel Policies are enforced and followed
- Report accidents or incidents that occur during the trip to the Sport Clubs professional staff or their representative
- Return the Trip Kit by the Wednesday following the trip and include injury reports, incident reports, completed 12-point vehicle inspection checklists, competition results, highlights, ect. Photographs should be emailed to sportclubs@csus.edu
- Maintain current CPR/First Aid/AED certification from the American Red Cross or other nationally recognized organization (if club does not have a coach).

Mandatory Trainings

- Travel Officer Training
- CPR/First Aid/AED (if club does not have a coach)
- Concussion Management Online Training
- Other trainings as assigned

Sport Club Council

The Sport Club Council serves as the student governing body for the Sacramento State Sport Clubs. The council exists to promote participation and unity for the students in the Sacramento State Sport Clubs Program. In addition to providing leadership, the council serves as an advisory committee representing all sport clubs.

The Sport Club Council is also responsible for the following:

- Market and promote the Sport Clubs Program
- Provide problem solving techniques, fundraising ideas, and assistance with any decision making processes in matters affecting the sport clubs
- Create a network within the clubs for the exchange of information regarding club activities, policies, etc.
- Plan special events
- Determine through the voting process whether or not recreation clubs become sport clubs

Sport Club Council Executive Board

Four Sport Club Council Representatives will be elected by the Council to form the Executive Board. Their responsibilities include:

- Uphold the club's constitution and bylaws
- Lead council meetings and elections
- Facilitate community service and fundraising efforts
- Work directly with the Sport Clubs staff on decisions regarding special events, meeting agendas, goals, etc.
- Create a strong bond between all of the clubs
- Oversee the Sport Club Council "Point System"

Sport Club Council Representatives

The Sport Club Council is made up of at least one representative from every sport club on campus. The club representatives serve as liaisons between club members, the Executive Council and the Sport Clubs staff. Representatives will be expected to relay information from meetings to club presidents and club members.

Their responsibilities include:

- Attend scheduled Sport Club Council meetings
- Create a connection between the sport club they represent and the Sport Club Council, allowing for effective communication between the club members and the Council
- Relay information from meetings to club presidents and club members. (e.g. meeting minutes, “Point System” updates, upcoming events, deadlines and important information, etc.)
- Help market and promote the Sport Clubs Program through the activities and efforts put on by the Sport Club Council
- Provide ideas and support to help the Council achieve their goals
- Bring enthusiasm and excitement to meetings and events
- Brainstorm ideas to help to strengthen the brand of the Sport Club Program.
- Participate in committees within the Council to help divide the responsibilities of the Council
- Determine if interested recreation clubs become funded sport clubs

Sport Club Council Events

The Sport Club Council will be responsible for documenting attendance and participation at Sport Club Council meetings and events. Failure to attend a Sport Club Council meeting or event will result in a 5% deduction of the budget your club was allocated for the given year. These funds are then re-allocated to help fund alternative program expenses for the Sport Club Council.

Sport Club Council “Point System”

The Sport Club Council Executive Board is also responsible for documenting attendance and participation at Sport Club events managed by Student Organizations & Leadership. Points will be awarded to clubs that attend pre-determined point earning events, such as the Sport Club Fair, and the “Competition of the Month”, and “Sport Club Takeover Day”. The Sport Club Council Executive Board will also be responsible for tracking financial earnings from club fundraisers and community service hours. The details of the “Point System” will be determined by Sport Club Council Executive Board. Clubs will be placed into budget tiers for the following year based on point earnings from the previous year.

SO&L Site Supervisors

The main role of the Site Supervisor while on site at competitions and tournaments is to support and empower clubs and club officers. All Site Supervisors act as mobile representatives of Student Organizations & Leadership and can be utilized as such by all sport and recreation clubs. The Site Supervisor is responsible for helping club officers uphold the integrity of the program and be

available as a resource. Site Supervisors are CPR/First Aid/AED certified. Clubs may utilize Site Supervisors if they are in need of paperwork/supplies, if they have questions, or if they are unsure of proper protocol in a given situation.

Important to note about Site Supervisors:

- Site Supervisors have held office in a sport or recreation club prior to taking the position and have a working knowledge of club policies and procedures.
- Site Supervisors will act as a resource for sport and recreation clubs to help officers complete paperwork in a timely fashion. They will have access to extra copies of most paperwork during competition (EAP, injury reports, concussion management policy, etc.)
- Site Supervisors have access to all club reservations (including competitions and tournaments) and will empower and support club officers to ensure that no interference or issue arises from other entities on campus.
- Site Supervisors will take photos during practices and home competitions in order to promote and market sport and recreation clubs to the Sacramento State community. All photos can be made available to the sport or recreation club upon request.

Coaches/Instructors

Coach/Instructor Registration

All Coaches and Instructors must complete an application process in order to be approved by Student Organizations & Leadership. Interested Coaches and Instructors are not allowed to partake in club activities until they receive application approval from the Sport Clubs professional staff or their representative. This includes club practices, competitions, fundraisers, events, etc. Below are the necessary steps to become a Sport Club Coach/Recreation Club Instructor:

1. Submit HR Volunteer Identification Form
2. Complete Live Scan with the University Police Service Center
3. Complete Concussion Management Online Training (Sport Clubs and Tier 1 Recreation Clubs)
4. Submit Sport Club Coach Application (for Sport Club Coaches) or Recreation Club Instructor Application (for Recreation Club Instructors) via OrgSync link
5. Submit Sport Club Coach Contract & Agreement or Recreation Club Instructor Contract & Agreement
6. Submit valid CPR/First Aid/AED Certification (Sport Clubs and Tier 1 Recreation Clubs)
7. Provide a copy of sport specific coach/instructor certification (if applicable)
8. Receive approval from Sport Clubs professional staff or their representative

All applications, paperwork, background check, required trainings, etc. are expected to be completed before coaching. If a sport club practices, trains, competes, travels, etc. with a non-registered or non-approved Coach or Instructor, consequences to the club may ensue.

Sport Club Coach

Role

- Develop and improve the skills of the student-athletes and create an environment of teamwork and inclusiveness
- Work collaboratively with the faculty/staff advisor and Sport Clubs professional staff to encourage positive relationships with University employees, other teams, and stakeholders
- Allow the club's President and other elected officials to manage the club's regular activities
- Work with the club's officers to achieve the short-term and long-term goals of the club
- Understand and adhere to the concept that the sport club teams are student managed and this program empowers the student leaders to make informed decisions while adhering to their club's constitution and bylaws
- Understand that all financial matters pertaining to the club, will be the responsibility of club leadership

Attendance & Supervision

- Attend all practices and competitions for the entire duration of the competitive season
- Ensure that another approved coach is able to attend the practice or competition if you are unavailable, communicate this to the club's leadership, and give a copy of the day's practice or game plan to the other approved coach or the club president
- Be responsible for the actions of the club members at practice, while competing, and during the entire duration of club travel
- Enforce Sacramento State's Student Code of Conduct and all behavioral guidelines covered in the Student Organizations Handbook

Club Trips

- Be available for club travel
- Be present at all practices and competitions during club trips
- Be accountable for the behavior of club members during the entire period of any club trip and that I shall report any issues of misconduct to the Sport Clubs professional staff
- Enforce Sacramento State's Student Code of Conduct, Student Organizations & Leadership policies, and Sport Clubs program policies, at all times during a club trip, on or off the competitive surface. Failure to personally follow these policies may result in immediate termination.

Risk Management and Safety

- Adhere to all established safety practices for the particular sport and provide the safest possible environment for my team
- Report any hazardous conditions to the club officers and ensure that the Sport Clubs professional staff is notified

- Enforce all safety standards outlined in the Sport Clubs Program Addendum section of the Student Organizations and Leadership Handbook
- Maintain an up-to-date CPR/First Aid/AED certification and to submit proof of my certification if requested by the club or Student Organizations and Leadership
- Follow the Sport Clubs Concussion Management Policy and concussion policies specific to my club's league, congerence, and national governing body
- Understand that the current and future health and safety of the student athletes will always be the number one priority, and coaching decisions will be made accourdingly
- In case of an emergency, all emergency proccedures as put forth in the Sport Clubs Emergency Action Plan must be followed.

Conduct

- Act as a role model to the club members and ensure that all club members positively represent Sacramento State at all times
- Understand and follow all conduct guidelines in the Student Organizations Handbook and adhere to Sacramento State's Student Code of Conduct
- Enforce all Sport Clubs program policies, Student Organizations & Leadership policies, and Sacramento State policies, and will report any issues of misconduct to Sport Clubs professional staff.

Salary

- The contract that has been put forth by the club is for the full season of coaching
- If paid by the club, the payment will come from the club's ASI Club Account
- Receiving payment is dependent upon, but not limited to completion of all necessary Sport Clubs and SO&L paperwork, attendance at club practices and competitions, and attending mandatory meetings with the Sport Clubs professional staff

Dismissal

- Coaches can be dismissed from their position if they fail to complete any of the duties as mentioned above, or if at any time, two-thirds of the team votes to dismiss them from their position.
- Coaches can be dismissed from their position if they observe and/or become aware of club members violating the Sacramento State Student Code of Conduct and/or any of the policies outlines in the Student Organizations Handbook and fail to take reasonable measures to address said behavior and report it to Sport Clubs professional staff in a timely manner.

Renewal

- The Coach term is one academic year
- Coaches are eligible for renewal at the completion of their term
- Any agreement renewal is contingent upon approval by the members of the club and the Sport

Clubs professional staff

Meetings

- Attend one mandatory general coach and advisor meeting per academic year
- Attend any meetings that may be scheduled by the Sport Clubs professional staff

Mandatory Trainings

- CPR/First Aid/AED
- Head Coach Training (Sport Clubs Only)
- Concussion Management Training (Online)
- Other trainings as assigned

Recreation Club Instructor

Role

- Develop and improve the skills of the club members and create an environment of teamwork and inclusiveness
- Work collaboratively with the faculty/staff advisor and the Sport Clubs professional staff to encourage positive relationships with University employees, other teams, and stakeholders
- All the club's President and other elected officials to manage the club's regular activities
- Work with the club's officers to achieve the short-term and long-term goals of the club



- Understand and adhere to the concept that the recreation clubs are student managed and this program empowers the student leaders to make informed decisions while adhering to their club's constitution and bylaws
- Understand that all financial matters pertaining to the club, will be the responsibility of club leadership

Attendance & Supervision

- Attend all practices for the entire duration of the academic year
- Ensure that another approved instructor is able to attend the practice if you are unavailable, communicate this to the club's leadership, and give a copy of the day's practice or training plan to the other approved instructor or club president.
- Be responsible for the actions of the club members at practice
- Enforce Sacramento State's Student Code of Conduct and all behavioral guidelines covered in the Student Organizations Handbook

Risk Management and Safety

- Adhere to all established safety practices for the particular sport/discipline and provide the safest possible environment for my club
- Report any hazardous conditions to the club officers and ensure that the Sport Clubs professional staff is notified
- Enforce all safety standards outlined in the Sport Clubs Program Addendum section of the Student Organizations and Leadership Handbook
- Maintain an up-to-date CPR/First Aid/AED certification and to submit proof of my certification if requested by the club or Student Organizations & Leadership
- Follow the Sport Clubs Concussion Management Policy and concussion policies specific to my club's sport/discipline and national governing body
- Understand that the current and future health and safety of the club members will always be the number one priority, and instructor decisions will be made accordingly
- In case of an emergency, all emergency procedures as put forth in the Sport Clubs Emergency Action Plan must be followed

Conduct

- Act as a role model to the club members and ensure that all club members positively represent Sacramento State at all times
- Understand and follow all conduct guidelines in the Student Organizations Handbook and adhere to Sacramento State's Student Code of Conduct
- Enforce all Sport Clubs program policies, Student Organizations and Leadership policies, and Sacramento State policies, and will report any issues of misconduct to Sport Clubs professional staff

Salary

- The contract that has been put forth by the club is for the full season of instruction
- If paid by the club, the payment will come from the club's ASI Club Account
- Receiving payment is dependent upon, but not limited to completion of all necessary Sport Clubs and SO&L paperwork, attendance at club practices, and attending mandatory meetings with Sport Clubs professional staff

Dismissal

- Instructors can be dismissed from their position if they fail to complete any of the duties as mentioned above, or if at any time, two-thirds of the team votes to dismiss them from their position
- Instructors can be dismissed from their position if they observe and/or become aware of club members violating the Sacramento State Student Code of Conduct and/or any of the policies outlines in the Student Organizations Handbook and fail to take reasonable measures to address said behavior and report it to Sport Clubs professional staff in a timely manner

Renewal

- The Instructor term is one academic year
- Instructors are eligible for renewal at the completion of their term
- Any agreement renewal is contingent upon approval by the members of the club and the Sport Clubs professional staff

Meetings

- Attend one mandatory general instructor and advisor meeting per academic year (head instructors only)
- Attend any meetings that may be scheduled by the Sport Clubs professional staff

Mandatory Trainings

- CPR/First Aid/AED
- Concussion Management Training (online)
- Other trainings as assigned

Coach/Instructor Selection Recommendations

Each club will vary on the specific club requirements for their coach, but some recommendations have been made from past experiences in order to increase club success in selecting the proper Coach/Instructor.

- Require a resume
- Require coaching experience and/or playing experience

- Conduct an in-person interview with club officers and candidate
- Ensure they fully understand their role on campus
- Ensure they fully understand their role with your club
- Ensure they fully understand your national governing body and conference/league rules
- Clarify club and coach/instructor expectations and goals
- Discuss availability and clearly outline attendance expectations
- Assess Assistant Coach/Instructor options and roles
- Establish payment details and circumstances prior to hire
- Allow grace period before making final decision

Risk Management & Safety

CPR/First Aid/AED Certification & Lifeguard Certification

Presidents, Safety Officers, and Coaches/Instructors for sport clubs and tier 1 recreation clubs will need to carry valid CPR/First Aid/AED certification cards while at practices and competitions.

- If a sport club does not have a Coach, the club's Travel Officer will need to be certified
- Certification courses will be offered at the beginning of the Fall Semester and paid for through the Sport Clubs Program's budget. If the appropriate officers and coaches/instructors cannot attend any of the courses, they will need to get certified on their own by the American Red Cross or other nationally recognized organization by the October 1st
- A minimum of two CPR/First Aid/AED certified members or coaches must be present at all club practices and competitions
- Water sports are required to have either a coach, boat driver, Safety Officer, or President with a valid Lifeguard Certification on file with Student Organizations & Leadership. At least one member, officer, coach, or boat driver who is lifeguard certified must be at each club practice in order to provide safety to club members. Clubs that attend non-sanctioned competitions will also need to ensure a lifeguard is on site, whether that individual is connected to the club or provided by the host school/organization
- If a club would like to reserve the Sac State Pool, they are required to have a certified lifeguard present for the duration of each practice. The lifeguard must have the appropriate CPR/First Aid and Lifeguard Certification on file with Student Organizations & Leadership

First Aid Kit

All sport clubs and all Tier 1 recreation clubs are required to check out a First Aid Kit at the beginning of the Fall semester before practicing or training. These First Aid Kits are to be maintained and stocked by the club's designated Safety Officer. First Aid Kit supplies can be restocked upon request in Student Organizations & Leadership. All First Aid Kits are to be returned to the Sport Clubs staff at the end of the Spring semester.

Safety Checks

Before the beginning of both practice and competition, club officers and coaches should survey the entire practice or competition area for possible safety hazards to ensure the safety of all participants and spectators. This includes but is not limited to exposed power lines, standing water, fire hazards, and obstructions to play.

Athletic Trainers

Rugby, soccer, wrestling, and lacrosse clubs are required to staff a Certified Athletic Trainer at all home competitions. The club is responsible for collecting the BOC and CPR/First Aid/AED Certification Cards from the Athletic Trainer and submitting them to Student Organizations & Leadership. Other sport clubs may also need to have Certified Athletic Trainers at events if required by the Sport Clubs staff and/or Student Organizations & Leadership.

Injury Reports

In the event of an injury at a club practice, training, competition, trip, etc., Safety Officers are responsible for completing an injury report. Injury reports must be submitted to Student Organizations & Leadership within 24 hours of the injury. This includes injuries that occur on campus at club events, off-campus at club events, on-campus to an opposing team during a club event, or off-campus to an opposing team at an event hosted by a Sacramento State sport or recreation club. If the Safety Officer is not present at the club event when the injury occurs, the club President or 'next in line' officer will be responsible for completing the report for any injured party. It is then the responsibility of the Safety Officer to ensure that the report is filled out completely and communicate with the Sport Clubs professional staff in order to turn in the required form.

Concussion Management

Sport club and Tier 1 recreation club members and coaches/instructors will be responsible for completing an online educational concussion program dealing with the prevention and management of concussions. Once the course is completed, the respective parties are responsible for turning in the certificate provided at the end of the course to Student Organizations & Leadership.

In addition to adhering to the Concussion Management Policy below, sport clubs and Tier 1 recreation clubs are also responsible for adhering to concussion policies specific to their club's league, conference, and national governing body.

What is a concussion?

A concussion is defined as a "trauma-induced alteration in mental status that may or may not involve loss of consciousness". This can be caused by a bump, blow or jolt to the head or by a hit to the body. The impact produces a force that is applied to the skull, which results in a rapid acceleration and deceleration of the brain.

What are signs and symptoms of a concussion?

Concussions can affect each individual differently; however, common signs and symptoms can occur. These signs and symptoms include, but are not limited to:

- | | |
|--------------------------|------------------------------|
| 1. Loss of consciousness | 13. Feeling slowed down |
| 2. Seizure or convulsion | 14. Feeling like "in a fog" |
| 3. Amnesia | 15. "Don't feel right" |
| 4. Headache | 16. Difficulty concentrating |
| 5. "Pressure in head" | 17. Difficulty remembering |
| 6. Neck Pain | 18. Fatigue or low energy |
| 7. Nausea or vomiting | 19. Confusion |
| 8. Dizziness | 20. Drowsiness |
| 9. Blurred vision | 21. More emotional |
| 10. Balance problems | 22. Irritability |
| 11. Sensitivity to light | 23. Sadness |
| 12. Sensitivity to noise | 24. Nervous or anxious |

*Any athlete with a suspected concussion should be removed from play, medically assessed, monitored for deterioration (i.e., should not be left alone) and should not drive a motor vehicle until cleared to do so by a medical professional. No athlete diagnosed with concussion should return to sports participation without physician clearance.

Memory Function

Failure to answer all questions correctly may suggest a concussion:

1. "At what venue are we at today?"
2. "Which half is it now?"
3. "Who scored last in this game?"
4. "What team did you play last week / game?"
5. "Did your team win the last game?"

Concussion Management Guidelines

1. When a Sacramento State Sport or Recreation Club student-athlete shows any signs, symptoms, or behaviors of a concussion, the athlete will be removed from practice or competition until further evaluation by the club's athletic trainer or a physician.
2. On field evaluation of an injured athlete will be assessed and treated by the club's athletic trainer, safety officer, or coach. Initial determination must be made for disposition to sideline treatment or transport to the local emergency department. If sideline treatment is deemed appropriate, then assessment will resume off the field.
3. On the sideline, assessment may consist of the SCAT 5 assessment. The following sideline assessment will include: Recognition of any red flags; Recording of observable signs, memory assessment, glasgow coma scale (GCS), and cervical spine assessment.

4. If a Sport Club or Recreation Club athlete is suspected of a concussion the following must occur:
- A) Athlete must go to either the Athletic Trainer and/or a licensed physician for evaluation and diagnosis. (Athletic Trainer will facilitate an appointment with a licensed physician)
 - B) Diagnosis: No Concussion. Athlete will be required to submit a signed document stating diagnosis and clearance back into sport by a licensed physician.
 - C) Diagnosis: Concussion. Athlete is required to follow up with Athletic Trainer and follow management/treatment protocol until completion of the Graduated Return to Play Protocol (GRPP) outlined below. Upon completion of the GRPP, Athletic Trainer will facilitate an appointment with a licensed physician for clearance.
 - D) Clearance letters: This clearance in written form, signed by a licensed physician, shall be provided to the Certified Athletic Trainer with Student Health and Counseling Services (CSUS, Student Health and Counseling Services, 6000 J Street, Sacramento, CA 95819-6045) in order to reinstate Sport Club and Recreation Club participation. This clearance will be submitted to the Sports Clubs Office and/or the SHCS Athletic Trainer. Verification that the student can resume sports activity will be included in an email to the coach, president and safety officer. This email is to ensure there is a closed loop communication from the initial incident to the clearance for full RTP.

Graduated Return to Play Protocol (GRPP)

The participant must be symptom free for at least 24 hours before starting the Graduated Return to Play Protocol (GRPP). Each stage is about 24 hours or longer. The participant can advance to the next level only if asymptomatic for 24 hours, and they cannot be on any symptom modifying medications (including Tylenol). If symptoms occur, they must drop back to the previous asymptomatic level. They may try to progress again in 24 hours after recompletion of their asymptomatic level. The participant should be monitored by the Certified Athletic Trainer before proceeding to each rehabilitation stage outlined below.

Rehabilitation Stage	Functional exercise at each stage	Objective of each stage
1. No activity	Complete physical & cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming, or stationary cycling keeping intensity < 70% MPHR. No resistance training	Increase HR
3. Sport-specific exercise	Skating drills in hockey, running drills in soccer. No head impact activities	Add movement

Rehabilitation Stage	Functional exercise at each stage	Objective of each stage
4. Non-contact training drills	Progression to more complex training drills (e.g. passing drills in football) May start progressive resistance training	Exercise, coordination, & cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence & assess functional skills by coaching staff
6. Return to play	Normal game play	

Return to Learn Protocol (RTL)

- 1) The Return to Learn process is a gradual approach to returning the student- athlete back into classroom activities. The Return to Learn process encompasses step 1 of the “Return to Play” progression. The process is very individualized based on the evaluation and presentation of the student athlete.
- 2) Once the student is diagnosed with a concussion the treating physician will give a written note stating the restrictions and/or modifications needed for the student, both physically and academically.
- 3) There is no specific time frame for each step or progression. The progression is dependent primarily on how the student responds symptomatically to increase in cognitive load.
- 4) Once the student has completed the RTL protocol they will be able to progress into the RTP protocol.

Rehabilitation Stage	Classroom/coursework activity	Objective of each stage
1. Full cognitive rest/ academic rest	None	Cognitive rest and recovery
2. Light academic activity	Limited attendance, light assignment completion	Slow increase in cognitive stress with no symptoms
3. Increased academic activity	Increased attendance, increase in assignment completion	Slow increase in cognitive stress with no symptoms
4. Full time attendance	Single class exceptions as necessary (ie; P.E., labs)	Slow increase in cognitive stress/increase in confidence with no symptoms

Rehabilitation Stage	Classroom/coursework activity	Objective of each stage
5. Full academic program (full time attendance of classes, testing resumes)	Full return	Full return with no symptoms

Emergencies

In the event of an emergency during practice or competition, club officers, members, and coaches/instructors should follow the appropriate set of instructions as outlined in the Emergency Action Plan for Sacramento State Sport Clubs. The Emergency Action Plan for Sacramento State Sport Clubs was created for the purpose of prevention and awareness of possible hazards and risks during participation in sporting activities and club travel. The safety of our students requires the cooperation of all entities, at all levels of the Sport Club program. This document will clearly define responsibilities of all parties in the event of an emergency, as well as appropriate actions to take on and off campus.

Use this link to access the Emergency Action Plan: <https://www.csus.edu/soal/sport-and-recreation-clubs/pdfs/toolkit/eap.pdf>

Travel

University Approved Travel

Sport clubs are deemed high risk organizations because of the increased probability of injury during physical activity and the risks associated with frequent club travel. It is important to remember that travel is a high-risk activity, but with proper risk management, sport clubs can mitigate these risks. All trips to competitions over 55 miles from Sacramento State are University sponsored trips (also referred to as University Approved Travel), and require clubs to meet the standards of the Sport Club Travel Policies. All trips must be approved by the Sport Clubs professional staff before departure or a club may not travel and compete as a Sacramento State organization. Any club that fails to comply with the Sport Club Travel Policies may not be eligible for additional insurance coverage and may be subject to disciplinary action.

Travel Policies

- A. Any member, coach, or volunteer driving during University Approved Travel must be a University Approved Driver. In order to become a University Approved Driver, club members, coaches, and volunteers must complete the Sport Club Driving Packet 14 days prior to departure.
- B. Only approved members and coaches listed on the approved Travel Application are permitted

to travel with the club.

- C. Sport Club Travel must start and end at Sacramento State. All drivers must leave from Sacramento State to their destination and return to Sacramento state from their destination
- D. Sport clubs are not permitted to travel during the hours of 12am and 6am without prior approval from the Sport Clubs professional staff or their representatives. If necessary, overnight arrangements prior to the competition or following the competition should be made to avoid travel during the timeframe.
- E. No single driver may drive more than 150 miles without taking a mandatory 15 minute break.
- F. Trips 400+ miles (one way) must have two approved drivers per vehicle. The duration of time behind the wheel must be kept to a minimum of 200 miles per driver. A designated location should be determined before departure so that all drivers and vehicles are aware of when it is mandatory to switch drivers.
- G. Travel outside of the Sport Club Travel Map requires third party travel. Each member traveling is required to sign the 3rd party release form. Clubs must provide documentation confirming which 3rd party travel source they are using before the Trip Application is approved. It is required for clubs using air travel to submit a flight itinerary for each member/coach. If a club is in need of rental vehicle, they must provide a copy of the reservation confirmation.
- H. Overnight stay is required if a trip (there and back) is longer than 12 hours unless a club is using 3rd party travel.
- I. Club travel that involves commercial air travel begins and ends at Sacramento International Airport. If clubs are traveling out of a different airport, they must notify the Sport Clubs professional staff or their representatives at least 3 weeks in advance of the trip.
- J. University Trips shall be planned, documented and conducted in a manner to minimize risk to university students, employees, as well as to members of the public.
- K. Unless prior approval is given by the Sport Clubs professional staff or their representative, or in the case of an emergency, passengers may not travel home from an event with a relative/ friend/etc.
- L. Unless prior approval is given by the Sport Clubs professional staff or their representative, members and coaches cannot travel separately from the club.
- M. Guests, friends and family are not permitted to travel on University Trips in University owned, rented vehicles, or privately owned vehicles.
- N. Only cleared sport club members and coaches can stay overnight with the club during University Approved Travel.
- O. Passengers are expected to behave in a manner that does not distract the driver.
- P. Alcohol and/or illegal drugs are not permitted in the vehicle during travel to and from Sport Clubs practice, events and competitions.
- Q. All Sport Clubs traveling must have a Trip Leader traveling with the Club. The Trip Leader is responsible for trip safety by implementing all travel and driver policies and ensuring that driver distractions are minimized. Under normal circumstances, the Trip Leader cannot be a driver.

- R. For trips involving multiple vehicles (vans and/or private vehicles), the Trip Leader is responsible for the overall coordination of the trip.
- S. In the event of inclement weather or other significant disturbance, the Trip Leader should contact the Sport Clubs professional staff or their representatives to determine if the trip needs to be modified, delayed, re-routed, or cancelled.
- T. When multiple vehicles are traveling, all vehicles must leave at the same time (unless pre-approval is given by the Sport Clubs professional staff or their representatives) and stay within close proximity at all times, but not “caravan” or directly follow each other.
- U. Clubs are required to have a first aid kit with them at all times and have a minimum of 2 members/coaches CPR/First Aid/AED Certified at the competition. It is highly recommended that each club provides a first aid kit for each vehicle.
- V. Travel in 15 passenger vans is not permitted.

Trip Approval Process

The Trip Approval Process is the responsibility of the club’s Travel Officer. If the Travel Officer is unable to attend a particular trip, they are required to appoint a Trip Leader to oversee the Trip Leader Responsibilities and complete steps 1-6 of the Trip Approval Process listed below.

- 1) Submit Travel Application 14 days prior to the trip. For trips involving third party travel, submit the Travel Application 21 days prior to the trip.
- 2) Submit necessary edits/updates
- 3) Review trip details and Trip Kit contents with Sport Clubs professional staff or their representative
 - 12-Point Vehicle Checklist
 - Safe Driving Tips
 - Alcohol Policy Specific to Sport Clubs
 - Reporting an Incident or Accident
 - Emergency Phone Tree
 - Concussion Management Policy
 - Injury Report Form
 - Emergency Contact Sheet
- 4) Receive trip approval from Sport Clubs professional staff or their representatives.
- 5) Travel with the club for the duration of the trip and attend the competition.
- 6) Return completed Trip Kit with necessary forms the Wednesday following the trip.

Sport Club Drivers

- A. Drivers must have a valid Driver’s License.
- B. Drivers must be 18 years or older to drive CSU owned vehicles, but must be 21 or older to drive CSU approved rental vehicles on university approved trips. Drivers must be 18 years or older to drive personal vehicles, with or without passengers.

- C. Drivers must complete the Defensive Driver Training course via LearnerWeb.
- D. Drivers must have an approved Driving Packet on file with Student Organizations & Leadership and be a University Approved Driver. Renewal Driving Packets are available for returning approved drivers
- E. Drivers driving vehicles capable of transporting 10 or fewer persons, including the driver, may use a regular California Driver's License. A vehicle carrying more than 10 passengers may require a Class C or passenger endorsement. Under no circumstances should a 15-passenger van be used.
- F. Personal vehicles must have at least the minimum automobile liability insurance coverage required by the state.
- G. No single driver can drive more than 7 hours or 500 miles, whichever comes first. If driving is shared, no more than 12 hours or 800 miles in a day.
- H. Unless prior approval is obtained from the Sport Clubs professional staff or their representatives, two approved drivers are required for each vehicle for trips over 400 miles in one direction.
- I. No single driver may drive more than 150 miles without taking a mandatory minimum 15 minute break.
- J. Unless prior approval is given by the Sport Clubs professional staff or their representatives, no travel can occur between midnight and 6:00 am.
- K. Drivers should not operate a vehicle while using alcohol and/or drugs, or while taking prescription medications which impair one's ability to drive.
- L. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
- M. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels, etc.
- N. All travelers must wear seat belts. Number of passengers must not exceed # of operational seatbelts.
- O. In the event of a motor vehicle accident, the driver must follow the accident procedures outlined in the CSU Use of University and Private Vehicles Guidelines and/or specific Campus/ University vehicle accident reporting procedures.

Non-University Approved Travel to University Activity

For sport club trips that are 55 miles or less, clubs can elect to submit an Activity Packet instead of a Travel Application. These trips are classified as "Non-University Approved Travel to University Activity." The trip and University sponsorship starts at the competition venue and ends at the competition venue. The travel portion of the trip is not sponsored by the University.

The Trip Leader is required to submit an Activity Packet to the Sport Clubs professional staff or their representatives for approval 14 days prior to the Activity. Information required includes a list of drivers, passengers, competition location, competition address, competition start and end dates,

travel itinerary, trip leader agreement/signature, etc.

Non-University Approved Travel to University Activity Policies

- A. Passengers are expected to behave in a manner that does not distract the driver.
- B. Alcohol and/or illegal drugs are not permitted in the vehicle during travel to and from Sport Clubs practice, events and competitions.
- C. All Sport Clubs traveling must have a Trip Leader traveling with the Club. The Trip Leader is responsible for trip safety by implementing all travel and driver policies and ensuring that driver distractions are minimized. Under normal circumstances, the Trip Leader cannot be a driver.
- D. For trips involving multiple vehicles (vans and/or private vehicles), the Trip Leader is responsible for the overall coordination of the trip.
- E. In the event of inclement weather or other significant disturbance, the Trip Leader should contact the Sport Clubs professional staff or their representatives to determine if the trip needs to be modified, delayed, re-routed, or cancelled.
- F. Clubs are required to have a first aid kit with them at all times and have a minimum of 2 members/coaches CPR/First Aid Certified at the competition. It is highly recommended that each club provides a first aid kit for each vehicle.
- G. Travel in 15 passenger vans is not permitted.

Marketing

There are many ways to market sport and recreation clubs on campus through print marketing, social media, events, etc. Here are several examples:

A-Frames

The Sport Club Program has access to 3 A-Frames which will be used around campus in order to market individual club events and competitions on campus.

Social Media

Social media is a great way to market your club by sharing upcoming competitions and results from past competitions. By sending your results, pictures, and events to sportclubs@csus.edu, we can create social media posts to help increase the reach of your club on campus and in the community.

Pocket Schedules

Pocket schedules are a great way to gain recognition on campus and market upcoming home competitions to students, faculty, staff, and visitors.

SOD Screens

Screens located in The WELL and University Union can be utilized to market and advertise on campus club events.

Sport Club Fair

The Sport Club Fair is an important way to market your club to the campus community. Take advantage of this event to recruit new members and distribute important information about upcoming club events and accomplishments.

Competition of the Month

If your club is selected to host the “Competition of the Month” and would like flyers to help advertise your competition, the Sport Club Program can design flyers and distribute them around campus.

Use of University Name for Sport Clubs

Use of the University name within an organization name is not permitted unless the club is a recognized sport club and receives special permission from Student Organizations & Leadership. If a sport club receives permission, they will be able to utilize “Sacramento State” or “Sac State” in their club name on apparel, uniforms, league/tournament registration, and marketing materials (e.g. Sacramento State Women’s Rugby Club). All other use of the University name will be restricted to referencing location (e.g. Women’s Rugby Club at Sacramento State).

Sport Club Style Guide



The Sacramento State Sport Clubs program provides the disparate student sport clubs with an official University identity that speaks to the overall University brand and works with the look of the athletics program.

A Sport Club Style Guide has been created in order to provide clubs and club leaders with a detailed overview of proper logo and color usage. It is the responsibility of each sport club to uphold the policies surrounding the mark through all forms of communication, including the following:

- Uniforms
- Practice Apparel
- Club Apparel
- Club Equipment
- Gear
- Bags
- Swag
- Merchandise
- Marketing materials
- Websites
- Social Media
- Posters
- Banners

To ensure the Style Guide is followed appropriately, all artwork must be submitted to the Sport Club Office for approval. Steps 1-5 of the marketing approval process listed below must be followed:

1. Submit proposed artwork and or designs to the Sport Clubs staff
2. Schedule a meeting with the Sport Clubs staff to review Sport Club Style Guide and proposed artwork and designs.
3. After meeting with the Sport Clubs staff and getting approval on artwork, work with the company you wish to order from to receive an official proof.
4. Submit the official proof to the Sport Clubs staff for final design approval.
5. Receive final approval from the Sport Clubs staff to go to print.

If you would like assistance in creating designs or artwork, please schedule a meeting with the Sport Clubs staff to go over the Sport Club Style Guide.

For access to the Sport Club Style Guide, visit <http://csus.edu/soal/sport-and-recreation-clubs/pdfs/sacramento-state-sport-club-style-guide.pdf>

Funding

Sport Club Allocation

Sport clubs have the opportunity (are eligible) to receive funding to assist them with national governing body dues, league/conference dues, competition entry fees, uniforms, equipment, national championships, referees/umpires for home competitions, and off-campus reservation fees for home competitions, etc. Failure to follow sport club policies and procedures will impact both current budgets and future funding opportunities.

Payment Process

There are numerous rules and policies regarding the use of funds through the Sport Club allocation budget. All vendors must have a W-9 or Vendor 204 Form on file with University Accounting before payment can be issued. This includes payments made to other universities, club teams, referee associations, etc. It typically takes at least 2-3 weeks for payments to be issued once all of the paperwork is on file. In order for a club member to be reimbursed for a pre-approved payment (which are typically competition entry fees), they must become a University vendor, provide a detailed receipt of the transaction, and provide a flyer/invoice for the particular event.

Attendance & Participation

The Sport Club Council will be responsible for documenting attendance and participation at Sport Club Council meetings and events. Failure to attend a Sport Club Council meeting will result in a 5% deduction of the budget your club was allocated for the given year. These funds are then re-allocated to help fund alternative program expenses for the Sport Club Council.

The Sport Club Council Executive Board is also responsible for documenting attendance and participation at Sport Club events managed by Student Organizations & Leadership. Points will be awarded to clubs that attend pre-determined point earning events, such as the Sport Club Fair, "Competition of the Month," and "Sport Club Takeover Day." The Sport Club Council Executive Board will also be responsible for tracking financial earnings from club fundraisers and community service hours. The details of this "Point System" will be determined by Sport Club Council Executive Board. Clubs will be placed into budget tiers for the following year based on point earnings from the previous year.

ASI Funding

There are specific forms and deadlines for all ASI funds. Treasurers should educate themselves regarding the details of all ASI funds to make sure all deadlines are met and forms turned in. For more information about ASI Grants such as DOC, National Championship, and National Travel funding contact ASI or go to www.asi.csus.edu/scholarships-grants/doc-grants/

DOC Funding

DOC funding is a reimbursement grant from ASI. All clubs and organizations recognized by Student

Organizations and Leadership are eligible to apply for DOC Funding. DOC funding can be used for things such as club events, club promotional items, conferences, etc. DOC funding is an excellent resource that should be taken advantage of, as each club is eligible to receive up to \$3,000 per academic year.

National Championship Fund

The National Championship Fund is another grant from ASI. The championship fund's purpose is to support clubs and organizations with travel costs in order to attend National Competitions. In order to be eligible for the National Championship Fund, clubs must be recognized clubs or organizations by Sacramento State and must qualify for national competitions before applying. Applying clubs have the ability to receive up to \$1,000. A club or organization may not be funded more than two consecutive years in a row. The National Championship Fund is also a reimbursement grant and may be used for things such as airline tickets, vehicle rental, gas, etc.

National Travel Fund

The National Travel fund is very similar to the National Championship Fund. It is a reimbursement grant from ASI with the purpose of supporting clubs and organizations with travel expenses in order to attend national conferences. Clubs must be attending a national conference in order to apply for National Travel Funding. All applying clubs may be awarded up to \$1,000 but may not be funded more than two consecutive years. National Travel Fund covers things such as airline tickets, vehicle rentals, and gas.

ASI Reimbursement

In order to receive reimbursement for ASI funding, make sure to fill out all appropriate forms and follow all guidelines. Clubs will only be reimbursed for what is purchased AFTER being awarded. Clubs must also obtain itemized receipts for all they wish to be reimbursed for. Itemized receipts are receipts which show everything purchased and how much it cost, not just a total for the whole purchase. Club treasurers are responsible for making sure they receive the correct type of receipts. After being awarded funding, and after purchasing and collecting the appropriate receipts, club treasurers will then fill out a check request form and turn it into the ASI Business office in order to be reimbursed.

ASI Check Request

Check request forms must be filled out and turned in by a clubs authorized signers only. Clubs will fill out the check request form and attach original copies of receipts, invoices and other forms of documentation. Once the paperwork is filled out, the clubs authorized signers will submit the check request forms to ASI accounting services located in the ASI Business office. If check request forms are dropped off before 5pm on Monday, the check(s) will be ready for pickup after noon on Thursdays. If turning in a check request for DOC funding, the process is the same, however you will need to include your DOC Application Summary along with your itemized receipts and check

request form. For more information on check requests and for check request forms, contact ASI or go to <http://www.asi.csus.edu/services/accounting/forms-policies/check-request-faq/>

Sponsorships

Establishing sponsorship agreements with small businesses or corporations is a great way for clubs to increase funding and elevate the club experience. Although certain companies may want to sponsor your club, there are several important rules to be aware of before pursuing the relationship:

- Sport clubs may not endorse or promote products or companies associated with alcohol, drugs, or other illegal substances.
- Clubs may not enter into sponsorship agreements with companies that may be regarded as controversial.
- Sponsorship agreements must be approved by the Sport Clubs professional staff.

Sponsorship logos may appear on practice apparel, club apparel, club equipment, gear, bags, swag, merchandise, marketing materials, websites, posters, and banners. If they comply with the following guidelines:

- The Sports Club logo is dominant.
- The sponsorship logo(s) must be smaller than the Sport Club logo.
- The sponsorship logo(s) must be in a separate location and secondary to the Sport Club logo.
- The sponsor must be approved by the Sport Club Office before their logo appears on the aforementioned items.
- Design approval is at the discretion of the Sport Club Office.

Resources

Sport Club Shed

The sport club shed (located next to Intramural Field #1 behind Yosemite Hall) is a storage unit available for use by all sport and recreation clubs that use the fields and tennis courts for practice. The shed was acquired in 2013 as part of an initiative started by the Sport Club Council to further legitimize the presence of the program on campus as well as provide a resource for the sport and recreation clubs to house their equipment. Each year space is allocated to the sport and recreation clubs based on individual club storage needs. Equipment stored in the shed must be limited to sport specific equipment needed for practices and competitions. Space cannot be used for general equipment, such as club signs, shirts, uniforms, etc. It is imperative that all sport and recreation club leaders maintain the organization and cleanliness of the shed so that all clubs can have unhindered access to their equipment. It is expected that clubs will be respectful of each other's allocated spaces and not use up space that is not their own. If a space in the shed is unoccupied, this does not mean that it is not being used or saved for another club. Please be respectful of your fellow clubs and if you

have questions or concerns please contact the Sport Clubs staff.

Keys

Keys may be checked out for use by club officers to allow access to facilities such as the sport club shed, soccer goals (Women's Soccer Club and Men's Soccer Club), tennis courts (Tennis Club), pool (Swim Club & Water Polo Club), and practice track (Running Club). Keys will be issued by the Sport Club staff upon request at the beginning of a given club's practice season. All keys must be returned at the end of the Spring Semester to be inventoried and reissued for the following year. The sport or recreation club president is responsible for the key and should be in possession of the key at all times. If the president cannot make a specific practice or game, they can identify another officer to hold the key. Under this circumstance, the club president is still responsible for the key.

Uniforms, Gear, and Equipment

All club presidents are responsible for the proper maintenance and oversight of sport club uniforms, gear, and equipment purchased through the Sport Club Budget. These items will be issued to club presidents at the beginning of the academic school year in the Fall by the sport club office. Presidents are then free to allocate uniforms to club members as necessary. By the end of the Spring semester, clubs are required to have inventoried all uniforms, gear, and equipment with the Sport Club office. This is to ensure that items are well-maintained, in good condition, and available for use the following year. It is the responsibility of the club president to track these items and ensure that every item issued is returned to them by the end of the academic year.



Special Thanks

This Handbook was created in consultation of materials from California State San Luis Obispo, California State University, Los Angeles, California State University, Fresno, Occidental College and Sacramento State.



The SO&L Team

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