



**SACRAMENTO STATE**  
Student Organizations & Leadership

# **2024-2025 Student Organizations Handbook**



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## Introduction

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 around 285 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 CampusGroups
- Conduct Resolution

For clarification purposes, SO&L is part of the Division of Student Affairs. It is NOT part of Associated Students, Inc. or the University Union.

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. Don't hesitate to connect with us!

Should you have any questions regarding student organization operations and/or the policies and procedures contained herein, please feel free to contact Student Organizations & Leadership in our office in the University Union 2031, call (916) 278-6595, or email [getinvolved@csus.edu](mailto:getinvolved@csus.edu).

## 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.

## 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.

- Changes related to the new system, CampusGroups- added Aug 2024
- Update of the Time, Place, and Manner Policy- added Aug 2024
- Updates to the Sport Club Concussion Management Policy- added Aug 2024
- Guidelines for Events with Controversial Speakers or Contentious Topics- added Sept 2024
- Changes related to the merging of the Latino Greek Council into the United Sorority & Fraternity Council – added Sept 2024

*Other changes made are simply layout or stylistic in nature.*

## Amendments to the Handbook

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.

## University Recognition

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.” Funding (e.g., campus, Associated Students Inc.) and use of facilities free of charge are available only to student organizations that are currently recognized by the campus.

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.

### **Nondiscrimination Statement**

No CSU campus shall recognize any fraternity, sorority, honor society, or other student organization that discriminates on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental) (hereafter referred to as the nondiscrimination statement). Student organizations shall attest that the organization has no rules or policies that discriminate on the basis of the nondiscrimination statement and is renewed annually through the registration process.



## 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.

## Student Organization Status

### Recognized Status

Organizations who meet the [Organization Requirements](#), complete the [Organization Recognition Process](#) 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 on suspension can no longer make room reservation requests or apply for on-campus funding. While on suspension, existing room reservations and funding will not be cancelled.

The reasons a club will be placed on suspended status are:

- The organization has ineligible officers or failed to complete the renewal process by the semester deadline.
- The organization is under investigation for student organization conduct issues.

### Not Recognized

Organizations no longer recognized 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.

The reasons a club may not be recognized are:

- The organization failed to complete the late renewal process. To be recognized, organizations must follow the process to return from inactivity.
- The organization lost recognition due to student organization conduct issues.

## Organization Requirements

### Faculty or Staff Advisor

Each officially recognized student organization must have an advisor who is either a faculty member or exempt professional staff member who is an employee of the CSU or one of its auxiliaries. A training and orientation program for faculty/staff advisors to student organizations is provided within the Advisor Agreement signed by each 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 a faculty/staff advisor is the choice of the student 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.

Faculty/staff advisors take on different responsibilities depending on the needs of their organization. It is important to remember that a faculty/staff advisor is not an administrator, executive officer or leader of the organization. Some common roles of the faculty/staff advisors are as a mentor, team builder, motivator, role model, educator, institutional policy interpreter, source of information and ideas, and liaison between the organization and university administration.

The duties and expectations of a faculty/staff advisor include maintaining regular contact and involvement with the officers of their student organizations, being knowledgeable about the missions, goals, and purpose of the student organization, helping the group understand the university's policies and guidelines, being familiar and involved with activities and events of the group, and being available to provide resources and support for events and usage of spaces, and to consult with respect to the administration of the financial affairs of the group in general.

As determined by the campus Clery Director and the Vice President for Student Affairs, the faculty/staff advisor will need to fulfill responsibilities as a Campus Security Authority in accordance with requirements outlined in CSU policy, Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). More information on this is located within the Advisor Agreement signed by each advisor.

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 Faculty/Staff Advisor**

Occasionally a faculty/staff 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 faculty/staff advisor is ineffective, the club President should contact Student Organizations & Leadership to discuss the problems or issues involving their faculty/staff advisor. As a follow-up on expressed concerns, a central file will be maintained that documents all remedial efforts and corrective actions. Any employment related concerns will be referred to Human Resources. If a student organization and its faculty/staff advisor are unable to resolve the issue(s), the student organization's constitution stipulates that they can vote to remove that faculty/staff advisor. The Vice President for Student Affairs or designee may remove an advisor from their student organization-related responsibilities as needed to ensure that the educational purpose of student organizations is met, or in the interests of student health, safety and welfare.

### **Liability and Faculty/Staff Advisors**

Voluntary faculty/staff advisors to recognized student organizations are not usually directly responsible for the activities of the group. Faculty/staff 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 faculty/staff advisor, the University offers the services of legal staff in such instances.

### **Duties of Faculty/Staff Advisors at Events**

The members of the sponsoring organization are responsible for the smooth operation of a function. Faculty/staff advisors are not supposed to serve as “police” but should make helpful suggestions regarding neglected areas and unwise practices. It is particularly important that faculty/staff advisors be available and prepared to assist in any emergency situation which might arise at an open public event.

When a faculty/staff advisor signs, or permits a designee to sign a requisition for an event, they are indicating acceptance for sponsorship of the event and a willingness to be reasonably informed on the activities planned. Faculty/staff advisors are encouraged to be present during the entire time for which the event is scheduled.

### **Maintaining a Club Roster on CampusGroups**

Student organizations are expected to maintain a current roster of their membership by adding new members each semester and removing inactive, non-enrolled students, or graduated members when they renew their club annually. After that time, please update under the Members tab. You can also ask new members to join themselves by following these steps:

1. Have them go to CampusGroups using the link on our homepage.
2. Click Groups at the top
3. Search the name of the club
4. Click on the club then the blue join group button in the upper right-hand corner

### **National or Regional Organizations**

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 or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental) This affiliation must be disclosed during recognition renewal and a constitution and bylaws of affiliated organization must be on file with Student Organizations & Leadership.

### **Nondiscrimination Statement**

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 or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental). race, religion, national origin, ethnicity, color, age, gender, marital

status, citizenship, sexual orientation, or disability. This is done when completing the Officer Agreement and in submitting the constitution during registration/renewal.

## Organization Officers

Organizations are required to have an elected President and Treasurer. Presidents and Treasurers of recognized student organizations shall be defined as minor representative student officers. Each officer, at a minimum President and Treasurer, wishing to transact business is required to attend Nuts and Bolts, complete an Officer Agreement Form, and meet the officer eligibility requirements.

### Officer Eligibility Requirements

All student representatives, candidates, and incumbents for officer positions must meet the following:

- **Unit Load:** be matriculated at Sacramento State and requires undergraduate students to earn six semester units and Graduate and credential students must earn three units per term while holding office.
- **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.
- **Grade Point Average:** maintain a minimum campus term and cumulative grade point average (GPA) of 2.0.
- **Good Standing:** be in good standing and must not be on academic, disciplinary or administrative probation.

More information on requirements can be found here  
<https://calstate.policystat.com/policy/10170470/latest/>

Within Executive Order 1068, under extraordinary circumstances the vice president for student affairs (VPSA) or designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA. At Sacramento State, the process to request that exception is as follows: The student must provide

1. A rationale of factors, which can include documentation, that prevented the student from meeting all eligibility requirements
2. Plans the student has or will take to ensure they remain eligible in the future

This information should be submitted by the student to the VPSA's designee, Bill Hebert Jr., Associate Vice President for Student Affairs/ Dean of Students, no later than five business days from notification of ineligibility. Click here to go to the [EO 1068 Exception Request Form \(https://cglink.me/2zk/s10\)](https://cglink.me/2zk/s10). A response to an exception being granted or ineligibility being upheld will be communicated within 48 business hours.

Through the submission of the Officer Agreement Form, officers 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 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.

## **Student Membership**

All student organizations are required to have a minimum of five Sac State student members who are currently enrolled in at least one class. Student organizations are permitted to have a maximum of 20% of the total members be individuals who are not currently enrolled students, except for social fraternal organizations and sport clubs which must be 100% Sacramento State students.

## **Student Organization Constitution**

All student organizations are required to have a current constitution on file with Student Organizations & Leadership (submitted within the Organization Registration) and adhere to said constitution. Each Fall, every organization must renew recognition with Student Organizations & Leadership 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](https://mysacstate-my.sharepoint.com/:w:/g/personal/croly_csus_edu/EU2IJ6OSHsRGrF08Y3yQG1gBoAp-4Xe2421A-zw4BQHvqw?e=t6wUo5) to get you started, ([https://mysacstate-my.sharepoint.com/:w:/g/personal/croly\\_csus\\_edu/EU2IJ6OSHsRGrF08Y3yQG1gBoAp-4Xe2421A-zw4BQHvqw?e=t6wUo5](https://mysacstate-my.sharepoint.com/:w:/g/personal/croly_csus_edu/EU2IJ6OSHsRGrF08Y3yQG1gBoAp-4Xe2421A-zw4BQHvqw?e=t6wUo5))

**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 one class. 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)

## Organization Recognition Process

### New Organizations/Organizations Returning from Inactivity

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 must follow this process to obtain 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. Prior to gaining recognition, an organization may not sponsor programs, seek funding in the name of the organization from any source or conduct fundraising activities in connection with membership recruitment.

*This process must be completed by October 15th to be recognized in the Fall semester and March 15th for the Spring semester.*

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

**STEP 1 – Nuts and Bolts Workshop & Officer Agreement Form:** The President and Treasurer must attend a Nuts and Bolts workshop and submit the Officer Agreement Form.

Optional: Organizations may have up to 3 additional officers approved to transact club business – these students must attend a Nuts and Bolts workshop and submit the Officer Agreement Form.

**STEP 2 – Intent to Organize Meeting:** 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.

Following the meeting, 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.

*Please note: in order to be recognized a group must add to the mission of the University without duplicating existing organizations.*

**STEP 3 – Submitting the Organization Registration:** All clubs are put into transition automatically in August. Following Nuts and Bolts, an officer must submit the Organization Registration through CampusGroups. To submit your Organization Registration: visit CampusGroups, click "Groups", and then "All Groups". Find your club in the list and click "Group Re-Registration". Following submission of the Organization Registration, club presidents will be assigned the Club President Task Checklist in CampusGroups with an overview of tasks required before the club registration process can be completed and approved.

**STEP 4 – Advisor Agreement:** Upon submitting the Organization Registration, the faculty/staff advisor will be sent an email to approve their role with their specific club. Faculty/Staff Advisors must access and submit a University Faculty or Staff Advisor Agreement; this needs to only be submitted once an academic year.

**STEP 5 – President Checklist:** The President must complete all tasks assigned via the Club President Tasks Checklist in Campus Groups including updating the club roster, adding a club contact email and reviewing CampusGroups officer resources. All assigned tasks must be completed before SO&L approval can be granted.

**STEP 6 – SO&L Review:** Your Organization will be reviewed by a SO&L advisor. The person who submitted the registration will be notified via CampusGroups if there are errors and if the profile has been approved. Any errors must be addressed promptly.

After your organization has been approved, if there are changes that are needed to your Organization Registration, please inform your SO&L Advisor and include your organization name and brief summary of the changes that are needed. Your SO&L Advisor will put your Organization into Transition so you can make the changes and submit your organization for re-approval.

**STEP 7 – Club Account Form (CAF):** (Only for groups wishing to receive or spend money) Once your organization has been approved in Step 5, the Treasurer can submit an ASI Club Account Form to open a club bank account. Only officers who have completed the process in Step 1 and are listed on your Organization Registration may be listed on your CAF form.

## **Existing Student Organizations – Fall Renewal Process**

Every Fall semester, student organizations must renew their recognition by September 30th. Clubs with ineligible officers from the previous year are placed on suspended status and should work to update their registration as soon as possible, though no later than September 30th.

To renew your recognition, complete the following steps in this order:

**STEP 1 – Nuts and Bolts Workshop & Officer Agreement Form:** The President and Treasurer must attend a Nuts and Bolts workshop and submit the Officer Agreement Form.

Optional: Organizations may have up to 3 additional officers approved to transact club business – these students must attend a Nuts and Bolts workshop and submit the Officer Agreement Form.

**STEP 2 – Submitting the Organization Registration:** All clubs are put into transition automatically in August. Following Nuts and Bolts, an officer must submit the Organization Registration through CampusGroups. To submit your Organization Registration: visit CampusGroups, click "Groups", and then "All Groups". Find your club in the list and click "Group Re-Registration". Following submission of the Organization Registration, club presidents will be assigned the Club President Task Checklist in CampusGroups with an overview of tasks required before the club registration process can be completed and approved.

**STEP 3 – Advisor Agreement:** Upon submitting the Organization Registration, the faculty/staff advisor will be sent an email to approve their role with their specific club. Faculty/Staff Advisors must access and submit a University Faculty or Staff Advisor Agreement; this needs to only be submitted once an academic year.

**STEP 4 – President Checklist:** The President must complete all tasks assigned via the Club President Tasks Checklist in Campus Groups including updating the club roster, adding a club contact email and reviewing CampusGroups officer resources. All assigned tasks must be completed before SO&L approval can be granted.

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

After your organization has been approved, if there are changes that are needed to your Organization Registration please inform your SO&L Advisor and include your organization name and brief summary of the changes that are needed. Your SO&L Advisor will put your Organization into Transition so you can make the changes and submit your organization for re-approval.

**STEP 6 – Club Account Form (CAF):** (Only for groups wishing to receive or spend money) Once your organization has been approved in Step 5, the Treasurer can submit an ASI Club Account Form to open a club bank account. Only officers who have completed the process in Step 1 and are listed on your Organization Registration may be listed on your CAF form.

## **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. Clubs with ineligible officers from the previous semester are placed on suspended status and should work to update their registration as soon as possible, though no later than March 1st.

To renew your recognition, complete the following steps in this order:

**STEP 1 – Nuts and Bolts Workshop & Officer Agreement Form:** The President and Treasurer must attend a Nuts and Bolts workshop (if they have not already done so for the academic year) and submit the Officer Agreement Form.

Optional: Organizations may have up to 3 additional officers approved to transact club business – these students must attend a Nuts and Bolts workshop and submit the Officer Agreement Form.

**STEP 2 – Submitting the Organization Registration:** Following Nuts and Bolts, an officer must submit the Organization Registration through CampusGroups. To submit your Organization Registration: visit CampusGroups, click "Groups", and then "All Groups". Find your club in the list and click "Group Re-Registration".

Following submission of the Organization Registration, club presidents will be assigned the Club President Task Checklist in CampusGroups with an overview of tasks required before the club registration process can be completed and approved.

**STEP 3 – Advisor Agreement:** Upon submitting the Organization Registration, the faculty/staff advisor will be sent an email to approve their role with their specific club. Faculty/Staff Advisors must access and submit a University Faculty or Staff Advisor Agreement; this needs to only be submitted once an academic year.

**STEP 4 – President Checklist:** The President must complete all tasks assigned via the Club President Tasks Checklist in Campus Groups including updating the club roster, adding a club contact email and reviewing CampusGroups officer resources. All assigned tasks must be completed before SO&L approval can be granted.

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

After your organization has been approved, if there are changes that are needed to your Organization Registration, please inform your SO&L Advisor and include your organization name and brief summary of the changes that are needed. Your SO&L Advisor will put your Organization into Transition so you can make the changes and submit your organization for re-approval.

**STEP 6 – Club Account Form (CAF):** (Only for groups wishing to receive or spend money) Once your organization has been approved in Step 5, the Treasurer can submit an ASI Club Account Form to open a club bank account. Only officers who have completed the process in Step 1 and are listed on your Organization Registration may be listed on your CAF form.

## Late Renewal

Renewing organizations who do not meet the registration deadlines may request permission for Late Renewal from their SO&L Advisor. If permitted, organizations must meet the renewal requirements and submit a letter to their SO&L 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 late renewal appeals will be considered after October 15th for Fall and March 15th for Spring. Organizations are not permitted to pursue late renewal more than two times in a two-year period.

### **Organization Changes After Registration Approval**

Following the registration approval, a student organization may find the need to edit and resubmit their registration (i.e. officer changes, constitution updates). To do so, the club must reach out to their SO&L Advisor for the group to be placed back into Transition in CampusGroups, the group would make the changes, and the club submission would be re-reviewed.

Please note: all student organizations are placed into Transition in August to complete the annual renewal required of all clubs.

## 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 Organization Handbook and the [Student Conduct Code](#) (Title 5 Section 41301). (<https://sacramentostate.policystat.com/policy/12243212/latest>) The purposes of the organization must be consistent with the laws of the State of California and policies developed by the University.
2. Not advocate, incite or participate in interference or physical disruption of the educational process.
3. Meet and maintain the [Organization Requirements](#).
4. Adhere to hazing policies. Hazing in every form, or conspiracy to haze, is prohibited.
5. Provide for the safety and general welfare of all members and guests during organization activities.
6. Provide programs and activities in keeping with the social, cultural, recreational and educational mission of the University.
7. All organizations must utilize dues and other membership fees for the express benefit of the organization and the fulfillment of its purpose. Any organization wishing to transact monies (give or receive) must do so through the ASI club accounts as the approved banking option by the Chief Financial Officer of the University.
8. With the exception of sport clubs for competition purposes, the 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.

# Organization Management

## Events

### Special 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 special events. There are different regulations and procedures for each type. To host special 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. Event Services will do a call out with specific dates for the submission of General Meeting space requests in November for Spring and April for Fall. Submissions are not accepted earlier than the timeframe set by Event Services.

#### To request space in the University Union (choose option A or B):

View set up styles and capacities information

here: [https://theuniversityunion.com/uploads/files/Room\\_Setup\\_Style\\_and\\_Capacities.pdf](https://theuniversityunion.com/uploads/files/Room_Setup_Style_and_Capacities.pdf)

- A. Use OPUS (the University Union scheduling software) – follow instructions for requesting multiple dates [https://theuniversityunion.com/uploads/files/OPUS\\_Tutorial\\_4-2020.pdf](https://theuniversityunion.com/uploads/files/OPUS_Tutorial_4-2020.pdf)
- B. Print request form [https://theuniversityunion.com/uploads/files/University\\_Union\\_Request\\_Form.pdf](https://theuniversityunion.com/uploads/files/University_Union_Request_Form.pdf), fill out manually, and come in to the Event Services office (Union, 2nd Floor) OR scan and email to [events.union@csus.edu](mailto:events.union@csus.edu) In-person requests by their nature can increase your priority if you want to head over the first day of open bookings. This can be helpful if you are looking to snag a specific location.

#### To request classroom space on campus, not in the Union:

[Fill out the request](#)

[form](https://theuniversityunion.com/uploads/files/Space_Management_Request_Form.xls) ([https://theuniversityunion.com/uploads/files/Space\\_Management\\_Request\\_Form.xls](https://theuniversityunion.com/uploads/files/Space_Management_Request_Form.xls)) and email the completed form to [events.union@csus.edu](mailto:events.union@csus.edu) Please note: When clicking on the link or copying and pasting the URL into your browser, it will pop up as an Excel file download. This is another one you can bring over in-person to the Event Services office (Union, 2nd Floor).

For further information or assistance, please email Event Services at [events.union@csus.edu](mailto:events.union@csus.edu) or call (916) 278-6743.

#### Special Events

Booking and reserving space for all other events starts with a meeting with a Student Organizations & Leadership Advisor. Depending on the nature of the event, the space request may need to be

submitted 10 business days to 6 weeks or more in advance. Please consider the following before meeting with your SO&L Advisor:

- Title of your event
- Dates and times, with alternative options
- Know your anticipated attendance numbers and preview rooms/venues to ensure they meet your needs. The following resources may help:
  - [University Union Room Setup and Capacities](https://theuniversityunion.com/uploads/files/Room_Setup_Style_and_Capacities.pdf)  
(https://theuniversityunion.com/uploads/files/Room\_Setup\_Style\_and\_Capacities.pdf)
  - [The WELL Room Layouts](https://thewellatsacstate.com/book-the-well/facility-reservations) (https://thewellatsacstate.com/book-the-well/facility-reservations)
  - [Astra Schedule \(Classroom/Outdoor Spaces\)](https://www.aaiscloud.com/CASStateUSacramento/Calendars/default.aspx)  
(https://www.aaiscloud.com/CASStateUSacramento/Calendars/default.aspx)
- Technical needs (i.e. projector, mics) or other equipment/furniture (i.e. stage, dance floor)
- [Food/Beverages](#)
- Are you charging people to attend?
- Security and Insurance- given the nature of the event you may need to have security or be required to purchase event insurance
- [Accommodations](#)- is your event accessible to all?
- Does your event include minors? You will be required to follow the process outlined within the [Youth Protection Program](#)
- [Parking](#)- are your guests paying for this or are you wanting to coordinate options?
- If your event is in the University Union and meets four of the five following criteria, the event will likely require additional security, event insurance, etc:
  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.Please refer to their regulations under the [University Union Special Event and Dance Policy](https://confluence.unionwellinc.org/display/UWIP/Special+Event+and+Dance) (https://confluence.unionwellinc.org/display/UWIP/Special+Event+and+Dance)
- Costs (i.e. room reservation, linen rental, food, security, building overtime charges) and ensure you have the budget to cover your expenses

**There are two locations on-campus where a meeting with your SO&L Advisor is not required to reserve the space.**

- For group rentals of the University Union Games Room, please submit a [request here](https://theuniversityunion.com/games-room/information/group-rentals).  
(https://theuniversityunion.com/games-room/information/group-rentals)
- For events at the Harper Alumni Center, please visit their [Alumni Center Website](https://www.csus.edu/experience/alumni-association/about-us/harper-alumni-center.html).  
(https://www.csus.edu/experience/alumni-association/about-us/harper-alumni-center.html)

## Campus Outdoor Tabling

### Step 1: Meeting with Your SO&L 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 for informational or recruitment purposes only (i.e., no amplified sound, food/drink or exchange of money is permitted).

### **Step 2: Submit Applicable Forms:**

For organizations seeking to raise funds (i.e. selling goods, accepting monetary donations) and/or planning to serve food/beverages, you will work with your SO&L Advisor to submit a Request to Raise Funds and/or Serve Food Form. All requests to serve food/beverages must be vetted by your SO&L Advisor for approval from University Enterprises, Inc. (UEI) at least 10 business days prior.

A map of tabling locations in the Library Quad can be found [here](https://www.csus.edu/student-life/student-organizations/student-organizations/_internal/_documents/club-tabling-map.pdf). (https://www.csus.edu/student-life/student-organizations/student-organizations/\_internal/\_documents/club-tabling-map.pdf)

### **Booth/Table Regulations**

1. Booths/tables 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.
2. Canopies/pop-ups are allowed in pre-approved locations, weather permitting. Given they can pose a safety risk in windy environments, canopies/pop-ups must be lowered at all times when a table spot is not occupied by club members. Only flame-resistant (CPAI84 compliant) canopies/pop-ups are permitted.
3. In the event that temperatures reach 100 degrees, or there are other unhealthy environmental conditions present, student organizations will be expected to cease tabling until it is deemed safe to resume by Student Organizations & Leadership.
4. Booths may not have a solid base, carpeting, or other floorings. Such items can damage or kill the grass.
5. All materials disseminated during must adhere to the University Publicity and Posting Policy.
6. All items left in the area, unattended, are left at your own risk.
7. The University reserves the right to remove booths/tabling materials that interfere with the normal operations of the campus, obstruct vehicular sightlines, or are deemed unsafe to pedestrian traffic.
8. A formal space reservation is required a minimum of 10 business days in advance for any tabling events that include the distribution of food (including candy) and beverages, cooking, the exchange of money (sales or donations), and/or amplified sound. These items are not permitted during Club Days. Other factors may require further advanced notice.

### **Club Days**

For the first two weeks of every semester, Student Organizations & Leadership hosts Club Days, where returning student organizations in good standing can provide information to new and continuing students about their campus activities and how to join. Booths/tables for Club Days 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. The Library Quad, Fountain Area, Main Quad, and the Shasta Hall walkway are the primary locations for this event. The South Green Lawn will serve as a secondary location, to be used only as needed. Club Days is subject to change based on the condition of the lawn area or other factors (such as safety or campus construction).

### **The following are guidelines specific to this event:**



- A. As the purpose of Club Days is to create a welcoming environment and increase student engagement in on-campus opportunities, we expect all student organizations selected to be a positive representation of their clubs and our department. Any clubs and/or their members who do not fulfill the purpose of this event (i.e. by speaking poorly of other organizations/departments, providing misleading information) will be unable to continue at Club Days and may not be permitted to participate for a time period to be determined by SO&L.
- 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.
- C. Canopies/pop-ups are allowed in pre-approved locations, weather permitting. Given they can pose a safety risk in windy environments, canopies/pop-ups must be lowered at all times when a table spot is not occupied by club members. Only flame-resistant (CPAI84 compliant) canopies/pop-ups are permitted.
- D. In the event that temperatures reach 100 degrees, or there are other unhealthy environmental conditions present, student organizations will be expected to cease tabling until it is deemed safe to resume by Student Organizations & Leadership.
- E. Booths may not have a solid base, carpeting, or other floorings. Such items can damage or kill the grass.
- F. All materials disseminated during Club Days must adhere to the University Publicity and Posting Policy.
- G. Distribution of food (including candy), beverages, or cooking for members is not permitted during Club Days.
- H. Booth space is for club promotion only; promotion of for-profit groups is not permitted.
- I. Amplified sound is not permitted at individual booths, and power is not available.
- J. All items left in the area, unattended, are left at your own risk. During the weekend following the first week, Facilities will be watering the lawns across campus. It is highly recommended you remove everything to ensure no items are damaged.
- K. Club activities at booths: the space allocated and approved for Club Days is tabling. If you have an interest in bringing anything beyond the space you have been allocated for a table (past examples include a race car or corn hole) these need to be approved prior.
- L. Two or more recognized student organizations in good standing can share a tabling location if all organizations complete a contract and the space is reserved as such.
- M. The University reserves the right to remove booths/tabling materials that interfere with the normal operations of the campus, obstruct vehicular sightlines or are deemed unsafe to pedestrian traffic.
- N. 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.

### **Club Days Lottery**

To give each student organization an equal opportunity to choose their booth/table location, a selection lottery takes place around two weeks before the first day of classes. The time and specific location for this event will be posted on social media and the SO&L website.

Booth/table 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 Lottery:** Those organizations who are selected as the winner during SO&L's 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:** Student organization representatives arriving after the start of the lottery will be entered into the late selection lottery. If locations are still available, this lottery will begin immediately following the regular lottery. If a club misses the lottery event but there are spots remaining, a club officer can submit the Club Days Contract and follow the direction within it to sign up for a remaining location.

Additional information about Club Days locations and the Lottery date can be found [here](https://www.csus.edu/student-life/student-organizations/student-organizations/club-days.html).  
(<https://www.csus.edu/student-life/student-organizations/student-organizations/club-days.html>)

### 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. Information on inclusive and accessible events can be found on the [Division of Inclusive Excellence Website](https://www.csus.edu/division-inclusive-excellence/inclusive-accessible-events.html) (<https://www.csus.edu/division-inclusive-excellence/inclusive-accessible-events.html>)

If you have any questions about requests or resources for accommodations in response to your event announcement please contact your SO&L Advisor. Interpretation (ASL) and captioning services (CART) are available at no cost for student organization activities held on-campus.

To request these services, contact your SO&L Advisor or email our office at [getinvolved@csus.edu](mailto:getinvolved@csus.edu) at least 5 business days out with the following information:

- Event Title
- Date/Time/Location(s) (if via Zoom, please provide the link)
- ASL or CART or both?
- Description of the event/meeting and what services are needed for
- Is service provider for large group or will go into Zoom breakouts/in-person sessions with an individual?
- The above services are requested for (Name, Phone, Email)
- Event Host (Name and Contact info)
- Point of contact day of event, if different then host above (Name and Contact info)

### 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.

View the complete [policy for Animals and Serve Animals](http://www.csus.edu/umannual/admin/adm-0105.html) (<http://www.csus.edu/umannual/admin/adm-0105.html>) here.

### **Amplified Sound**

Request for amplified sound is done when reserving the location for the event you are seeking sound for and must be submitted to your Student Organizations & Leadership Advisor at least 10 business days 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](https://sacramentostate.policystat.com/policy/11300804/latest/). (<https://sacramentostate.policystat.com/policy/11300804/latest/>)

### **Alcohol at On-Campus Events**

Undergraduate student organization events on campus are not typically permitted to serve alcohol. Organizations will be required to follow the [Alcohol Beverage and Drugs Policy](#). 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.”

### **Commercial (Vendors) and Non-Commercial Sales and Solicitation**

The campus Commercial Solicitation and Sales policy was developed to clarify conditions under which commercial solicitation and sales can occur on campus. This policy also includes non-commercial solicitation (such as tabling by non-profits). Please see the [Time, Place & Manner Restrictions on Speech and Speech-Related Activities in the University Policy Manual](https://sacramentostate.policystat.com/policy/11300804/latest/). (<https://sacramentostate.policystat.com/policy/11300804/latest/>)

### **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/ re-traumatization. The United States has the largest number of imprisoned adults in the world. The number of people we incarcerate has quadrupled between 1980 and the present. Events such as these are not congruent with the social, cultural, recreational, and educational mission of the university.

## Food Policies

Having a meeting or event with food requires at a minimum, 2-3 weeks advance for approval. Non-perishable food is permitted in the University Union at closed, member only meetings, for a fee. Types of food permitted for self-food service in the University Union are found in the [Self-Food Service Policy](https://confluence.unionwellinc.org/display/UWIP/Self+Food+Service) (<https://confluence.unionwellinc.org/display/UWIP/Self+Food+Service>). Additional fees may be charged for food in classrooms and are limited to light refreshments only. Advanced payment for food and space is required.

On-campus food sales or distribution in the Library Quad (or other locations if permitted) 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.

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

Step 1: Meeting with Your SO&L 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 said space.

Step 2: Submit Applicable Forms and/or Work with Catering Vendors: Your SO&L Advisor will direct you to the appropriate next step for events with self-food service or catering in campus buildings. For outdoor events, you will work with your SO&L Advisor to submit a Request to Raise Funds and/or Serve Food form. All requests to serve food/beverages must be vetted by your SO&L Advisor for approval from University Enterprises, Inc. (UEI) at least 10 business days prior. In rare cases, the campus may require a permit from the County of Sacramento Environmental Management Department-Environmental Health Division. The application process takes a minimum of three weeks.

## Food Type 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. Given the nature of the food, nonperishable foods are highly encouraged for sales.

- “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. Given the nature of the food, perishable food sales are discouraged and require more approval for safety reasons.

### **Food Sale/Distribution Requirements**

- In order to ensure 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.
- Recognized campus organizations may host food sales a maximum of four (4) days each academic semester.
- 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.smchealth.org/sites/main/files/file-attachments/fdb\\_sher\\_law.pdf?1519855321](https://www.smchealth.org/sites/main/files/file-attachments/fdb_sher_law.pdf?1519855321)
- 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.
- 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.
- Groups wishing to distribute perishable foods may require additional guidance from University Enterprises Inc. In rare cases, the organization might be asked to also obtain a Temporary Food Facility Permit from the County of Sacramento Environmental Management Department-Environmental Health Division. The SO&L office will connect you with Dining Services and they will help process the permit. If permitted, 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.

### **Guidelines for Events with Controversial Speakers or Contentious Topics**

Sac State supports creative, thoughtful, and respectful discourse where conflicting perspectives are vigorously debated and thoroughly discussed. Student Organizations & Leadership (SO&L) does not

seek to endorse a particular event, speaker, or position, but serves as the campus liaison to all recognized student organizations as they navigate University policy and procedures. In some instances, SO&L works with multiple student organizations who are approaching a particular event or program from diametrically opposed views. Below are some helpful suggestions in planning an event that may be deemed contentious or with speakers who may be perceived as controversial.

## **Before the Event**

### 1. Due Diligence

It's important to exercise due diligence in extending invitations to speak on campus. The easiest step is to conduct internet-based research to see where your speaker has previously visited and if their public writing and remarks aligns with the goals of your group.

### 2. Solicit Advice

If there are faculty or staff who are experts in your area of interest, consider asking them for feedback on your proposed program, including a proposed list of speakers. Solicit advice on how to best position your event to promote engaged and responsible dialogue on campus.

### 3. Consult with SO&L

Early in your planning process, connect with your Student Organizations & Leadership (SO&L) Advisor and use the staff as a sounding board for your ideas and develop a path of how to move your event planning forward in an efficient and productive way. They will advise you on University policies and timelines.

### 4. Co-Sponsorship

Look for opportunities for co-sponsorship with other University organizations and departments. Enlisting others in planning events, particularly those that may be complex in nature, is helpful in creating events that are thoughtful, well-organized, and contribute to intellectual discourse on campus.

### 5. Differing Viewpoints

If you believe that your event may have the potential to create ideological disagreement or discord with another group on campus, it is advisable to reach out to them in the planning phase of your event to get their thoughts and perspectives. While it's not required to reach consensus in order to move forward with an event plan, everyone is well-served by establishing open lines of communication and considering the viewpoints of others in our community.

### 6. Protest and Demonstration

If you think that your event may garner an on-campus protest, take a look at the [Time, Place and Manner Policy](https://www.csus.edu/student-affairs/free-speech/) (https://www.csus.edu/student-affairs/free-speech/). Your SO&L advisor should be advised of this concern so they can navigate the Time, Place and Manner Policy with you.

## 7. Event Logistics

Be very intentional and clear about the logistical aspects of your program. Nearly everything should be confirmed before you begin publicizing the event. Think about your intended audience; is this event for students-only, the broader University community, or the general public? Note that it is easier to open an audience to other groups rather than restrict to just the intended audience after the program has been made public. It is also often more complex and occasionally more costly to sponsor a program open to the general public. These are important considerations to discuss with SO&L.

## 8. Space Reservation Process

An officer of the student organization needs to schedule a meeting with your SO&L Advisor to request space for the event on-campus. More complex events such as these can take up to six weeks to navigate so be sure to give yourself enough time. A signed space contract should be completed before the event is advertised publicly.

## 9. Public Safety

Since arrival and departure of invited speakers involve movement throughout campus, it is sometimes required that these particular details be approved in advance by SO&L and the University Police Department. When selecting an event location, please consider these aspects of your program proposal. If security is required, this is also something you will need to plan for in your budget.

## 10. Communication Strategy

Once the event is publicly advertised, determine who will receive questions, comments, and concerns from the public. The group should have a clear strategy on how to receive and respond to inquiries, critiques, and/or feedback from the general public.

## 11. Media Requests

If your group receives inquiries from media outlets, please consider your SO&L as a resource. Also, the University Communications can advise on appropriately responding to media requests from outside the campus community.

## **Day of/During the Event**

### 1. Communicate Logistics to all Parties

Make sure the event logistics are clearly understood by all the parties. When possible, communicate logistics in writing so people can reference throughout the event. It is helpful to create a "day-of" schedule listing all event details in a chronological order with a designated point of contact for each task/entry. At the end of the document, there should be a key with all the necessary contact information for event planners and facilitators. This document will help keep things on track and clarify roles and responsibilities for all parties.

### 2. Site Check

Arrive early to your venue to make sure the room is properly staged for your event. Make sure you check all the audio-visual equipment for your event—if at all possible it is wise to check even the day before so that you have time to address any issues. This will be difficult to do once the venue opens to audience members. Conduct a physical walk through of your event from the location where you will meet the speaker(s), where they will be before and after the event (if appropriate) and how they will depart campus at the conclusion of the event. This information should be determined in advance and listed on the “day-of” schedule and shared with the relevant offices who may need this information (i.e. SO&L, Event Services, UPD).

### 3. Personnel

Have group members positioned at the stage, at the doors to the venue, and with the speaker(s) at least fifteen minutes before the doors open to your event. These points of entry are the places where questions or concerns would reasonably surface, and it is always helpful to have a representative on hand to answer questions or consult. Make sure everyone on your planning team is connected by cell phone.

### 4. Opening Remarks and Intention of Program

At the introduction of the event, clarify the intentions of the program; it is important to articulate why the group believes the event contributes to the campus community, and why the speaker(s) has a particular perspective, expertise, or experience that contributes to conversation and consideration on the topic at hand.

### 5. Clarification of Point of View

When appropriate, clarify that the views of the speaker are their own, and should not be misconstrued as endorsed by the University nor potentially even the sponsoring organizations. If you need help crafting this introductory language, please be in touch with SO&L for advising and best practices.

### 6. Event Protocols

Establish clear protocols for the event; remind people that it is an expectation of the University community that all members are given the opportunity to hear the viewpoints of the speaker, even when those viewpoints are contentious or even considered offensive by some members of our community.

### 7. Question and Answer Period

Be clear in stipulating whether there will be an opportunity to ask questions at the end of the program, however, be sure to state the event’s ending time in order to manage audience expectations and keep your program on schedule. It is fine to stipulate that students will receive priority in asking questions. Have an appointed moderator to call on people and direct the question and answer period, as it is difficult to leave this task to the speaker(s). Do your best to give everyone an opportunity to ask questions. You can invite audience members to ask questions rather than to make statements. It’s helpful to instruct people to be mindful of time in order to maximize the number of questions asked and answered. If your speaker(s) is willing to engage in conversation at the conclusion of the event,



you can make that offer when you formally conclude the program. If your program is using microphones for the question and answer period, have “mic runners” on hand to facilitate this portion of the program; make sure the mic runners maintain possession of the microphone (rather than passing it to audience members) so you don’t lose control of this part of the program. You can also hand out cards so people can write down their questions throughout and ask what has been submitted. Be mindful of that practice of Q&A to not exclusively ask or choose to dismiss questions written because you particularly agree or disagree with them.

## 8. Event Conclusion

Make sure you have planned for a smooth conclusion of the event. Determine who will walk out of the venue with the speaker(s) and what the route will be to a private room at the University or to a waiting vehicle. Also, make sure to identify group members who will stay behind in the room so that they can answer any lingering questions from audience members. These group members can also ensure that the group’s post-event responsibilities (clean-up, etc.) are completed.

## 9. In the Event of a Serious Incident

If an incident occurs that you believe is serious or requires immediate attention, please notify the University Police Department at 916-278-6000.

## **After the Event**

### 1. Follow Up with Campus Partners

Follow up with all involved offices shortly after the event concludes. Let them know how the event went and thank them for their participation. If appropriate, ask them for their feedback regarding the event, particularly if representatives attended.

### 2. De-Brief

Schedule a debrief with all student volunteers so that you can get a more comprehensive view of the whole event, even parts you didn’t personally observe, from a wide perspective.

### 3. Speaker(s) Feedback

Ask the visiting speaker(s) for feedback. Write a thank you note to show appreciation for their time and effort.

### 4. Record keeping

Save records and correspondence in a shared drive for your group so that the program can be a reference for future student leaders. This archived information should also include photos from the event. This is a helpful record of the event and can be of future use to the sponsoring organization(s).

### 5. Evaluation of Mission Alignment

Work with fellow group members to chart a path forward; in light of this event are there particular things you want to pursue as a group? How does this event fit into the narrative of what you want to accomplish and contribute to the University community?

Please don't hesitate to reach out to SO&L and ask any questions regardless of where you are in the planning process- we are happy to help and are grateful that students commit their time to contribute to a free exchange of ideas on campus.

*Adapted from Princeton University's Contentious Event Guidelines*

### **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:
  - a. Time, Date, Location
  - b. Is this a reoccurring or annual event?
  - c. Who is the audience?
  - d. 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.

### **Marketing and Publicity**

#### **University Publicity Guidelines**

Student groups are not allowed to use the logos or University branded assets. With permission from [universitymarketing@csus.edu](mailto:universitymarketing@csus.edu), they may add "at Sac State" or "at Sacramento State" to their name as it indicates a geographical location. \*exception to this rule: if apparel is used as uniform for academic competition (e.g., debate club, marching band uniforms) with faculty advisor participation in University Marketing approval process.

#### **Event Marketing - Time, Place and Manner Policy**

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](https://sacramento.state.policystat.com/policy/11300804/latest/). (<https://sacramento.state.policystat.com/policy/11300804/latest/>) for the complete rules for publicity at Sacramento State.

### Movie 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. The University currently works with Swank Motion Picture, Inc. for licenses (800-876-3344 or visit: <http://colleges.swankmp.com/>).

“PUBLIC PERFORMANCE” (from [www.mpa.org](http://www.mpa.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 a copy of the film, do we still need a license to view or show it in public?

A. Yes. The location requires a license regardless. While you may own the actual film, 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.

### **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 or member(s), the organization and/or individuals could be subject to disciplinary action.

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.

### **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.

### **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 should:

- maintain their 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.

## **Traffic Safety and Parking:**

Students should:

- 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 provisions for parking for social events, especially when held in residential neighborhoods. 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.

## **Neighborhood Relations**

Students should:

- foster and maintain good community relations and cooperation with neighbors and authorities.
- consider holding large social functions away from private residences 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 students 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 are 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.

### **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 or the illegal use of prescription 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.

### **Parking**

Once your on-campus event is booked, if you are interested in exploring parking options for your guests, you will work directly with UTAPS. Send them an email at [parking@csus.edu](mailto:parking@csus.edu) with the event details and parking needs and they can assist you.

### **Risk Management and Liability**

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 an on-campus 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. The use of this form will be discussed when booking space with your Student Organizations & Leadership.

The details of the event must be provided to the Office of Risk Management and include the following information so that they can draft a Release of Liability Waiver for participants to sign at your event:

- Activity Name
- Activity Date
- Location
- Purpose

All Release of Liability Waivers must be signed and dated in pen by each participant before they engage in the activity/event. Additionally, 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**

Here are some things to consider around risk management:

- Have you reviewed this activity with your Student Organizations & Leadership Advisor? Is your national organization aware of this activity (if applicable)?
- 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 of "Anything that can go wrong will go wrong" 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 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 (if applicable) or Student Organizations & Leadership.

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### **Tips for Minimizing Risk for Events with 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.
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.
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 event and those leaving the event. 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](#)

### **Youth Protection Program - Events where minors will be on campus**

- After the space(s) have been booked with your SO&L Advisor, you will complete the [University Events Notification Form](#)
- Once the above form is completed with a notation that “minors” (individuals under the age of 18) will be on campus, a notification will be sent to the [Youth Protection Program](#) about the event.
- You will then need to complete the [Minors on Campus – Program or Activity Registration](#)
- Information that Youth Protection Program is wanting to know is:
  - Basic Information Regarding the Event including reservation number(s), which is the same information from the space request.
  - Individuals that will be supervising the minors
  - Individuals that will be interacting with the minors from the university (e.g. presenters, tour guides, etc...)
  - Any other volunteers that will be interacting with the minors
- If minor’s guardians will be accompanying the minors at all times then this can be indicated in the form and no background checks will be needed.
- Other potential requirements for individuals’ interaction with youth include:
  - HR Volunteer Registration
  - Live Scan on campus
  - Background check
  - CSU Learn online trainings
  - Additional items at the discretion of the Youth Protection Program Analyst

## **Finances & Operations**

### **Club Liability Insurance Program (CLIP)**

CLIP provides General Liability Coverage for Officially Recognized Clubs (per Executive Order 1068) of the California State University and CSU Alumni Associations that are governed by “Article 15” in Title 5 (Article 15 of Subchapter 5 of Chapter 1 of Division 5 of Title 5 of the California Code of Regulations). Coverage provided for both on and off campus activities.

EXCLUSION(S): Including but not limited to:

1. Automobile Liability
2. Alcohol furnished at Club Activities / Events (unless served by a licensed third party provider)
3. The activities of all fraternal organizations (men and women), even academic fraternal organizations are excluded at this time.
4. Hazing
5. Injuries to Participants while participating in athletic activities
6. Intentional Discrimination

To request a certificate of insurance, email the CSURMA specific COI request address:

[CSURMACOI@alliant.com](mailto:CSURMACOI@alliant.com) The Sac State Risk Management Department will be asked to verify that the club is officially recognized by the CSU prior to submitting a request for a certificate of insurance; Include an executed agreement with your request for an additional insured endorsement.

To report a claim, please reach out to Risk Management for assistance. Their contact information is located on their website: <https://www.csus.edu/administration-business-affairs/risk-management-services>

### **Club Mailboxes**

Each recognized club is designated a mailbox that is accessible directly across from the SO&L Office on the second floor of the University Union. To have mail sent to your club, please use the following address:

California State University, Sacramento  
Student Organizations and Leadership, MS - 6009 Name of club/organization, Box #  
6000 J St.  
Sacramento, CA 95819

Please contact our office if you need your mailbox number or assistance accessing the box itself.

### **Club Email Addresses**

Student clubs can create a campus email address. The account type is "Guest" and each account must be sponsored by the faculty/staff advisor. To create an email, visit this website:

<https://www.csus.edu/information-resources-technology/communication-collaboration/email-calendars.html>

Organizations are permitted to use non-campus email addresses as well. A general email that can be used as the primary contact for the club is great for transition purposes. It is recommended that this email be used on the clubs Organization Registration form in CampusGroups and will be used for the Sac State Marketplace.

### **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. [ASI Club Agreement Forms](#) (<https://sa.sign-workflow.csus.edu/>) can be filled out and information can be found on the [ASI website](#) (<https://asi.csus.edu/post/commonly-used-forms-policies>). 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. 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 \$1,500 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.

## **Collecting Funds**

Student organizations may host meetings, events or activities on campus that require the collection of funds 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 Students, Inc. Business Office at least 7 business days in advance. Clubs must have a current Club Agreement Form on file, the person requesting the box must be on the Club Agreement Form and club must have matching funds in their account with ASI.

- 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 and for checks and balances.
- 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.
- Online platforms linked to personal bank accounts (such as Venmo) are not permitted. Please refer to the [SO&L website](https://www.csus.edu/student-life/student-organizations/treasurer-resources.html) (https://www.csus.edu/student-life/student-organizations/treasurer-resources.html) for more information on the campus approved online system, Sac State Marketplace, as well as other resources for Treasurers.

### **Fundraising and Donation Drives**

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.

### **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 Alcohol and Drug Policy](https://sacramentostate.policystat.com/policy/11300464/latest) (https://sacramentostate.policystat.com/policy/11300464/latest)
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.

### **Donation boxes**

Student organizations wanting to do on-campus donation drives for things such as clothing, toiletries, canned goods, etc. can do them in the following ways:

1. Partner with a campus department to have your boxes/bins within their office space.
2. Collect items while tabling.

There are not any spaces on-campus where you can leave out a box unattended given too many problems with people stealing items, destroying the boxes, or filling them with trash/liquids.

### **Monetary Donations: Tax and non-tax deductible**

Any recognized student club that has an ASI Club Account can receive monetary non-tax-deductible donations via cash or check that is deposited into their ASI Club Account. Online donations processed through University Advancement are tax-deductible (note: there is a 3% administrative fee taken by University Advancement from all online donations). Directions that can be given to donors for this online option can be found on the [Treasurer Resources page](https://www.csus.edu/student-life/student-organizations/treasurer-resources.html) (<https://www.csus.edu/student-life/student-organizations/treasurer-resources.html>) of our website. Outside of this platform, student organizations are not permitted to use the University's tax ID for any purposes.

## Cash Prizes

### Receiving Cash Prizes

Organizations participating in competitions with cash prizes have some flexibility in how that prize money is distributed. Regardless of the path, the club must determine prior to the competition how the funds will be distributed and this decision must be reflected in the club's meeting minutes. The club has two primary options based on how the funds are awarded:

1. If a check is written out to the organization, the organization shall deposit the prize money into their ASI club account based on whatever their pre-determined plan was prior to the competition.
  - a. The organization can utilize the funds to fulfill their mission.
  - b. The organization can have ASI cut check(s) to the student(s) who won the prize money as a representative of the club.
    - i. Students receiving prize money must provide proof of earning the prize money on behalf of the organization.
    - ii. The individual student earnings must be reported to Financial Aid.
    - iii. The individual student(s) may need to file the earnings as income on their taxes.
  - c. The organization can split the funds between their ASI club account and the student(s) earning the prize money per their pre-determined agreement.
    - i. The organization can have ASI cut check(s) to the student(s) who won the prize money.
    - ii. Student(s) receiving the prize money must provide proof of earning the prize money on behalf of the organization.
    - iii. The individual student earnings must be reported to Financial Aid.
    - iv. The individual student(s) may need to file the earnings as income on their taxes.
2. If a student receives a check in their name for winning prize money as a part of an organization, the pre-determined options are as follows:
  - a. The student can keep the prize money for personal use. The individual student(s) may need to file the earnings as income on their taxes.
  - b. The student can donate the prize money to the organization by writing a check to the club's ASI club account. The individual student(s) may need to file the earnings as income on their taxes.
  - c. The student can keep a portion of the prize money for personal use and donate a portion of the prize money to their organization by writing a check to the club's ASI club account. The individual student(s) may need to file the earnings as income on their taxes.

### Hosting Competitions with Cash Prizes

Organizations hosting competitions with cash prizes have some flexibility in how they elect to distribute the prize money to the winner(s). The club has two primary options:

1. A gift card or gift certificate purchased through the organization's ASI club account
  - a. Gift cards and gift certificates should be limited to \$20
2. A check through the organization's ASI club account can be issued to the winner(s) as long as the following is met:



- a. The club submits rules/guidelines/criteria to ASI outlining how the award is won and distributed via a memo or meeting minutes voted on by the club's board.
- b. ASI will need the winner to submit a W-9.
- c. The check will be issued as "other income" for tax purposes and the award recipient will need to self-report the award on their income tax returns Raffle and Casino Activities

### **Raffles and Drawings**

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.

### **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."

### **Time, Place and Manner (TPM) Policy**

This policy concerns the time, place, and manner restrictions for freedom of expression activities, commercial transactions and solicitation, non-commercial transactions and solicitation, amplified sound, and posting or chalking, including the distribution of handbills and circulars at Sacramento State. [The full policy can be found here.](https://www.csus.edu/student-affairs/free-speech/) (https://www.csus.edu/student-affairs/free-speech/)

## **Alcohol, Tobacco and other Drugs Policies**

### **Alcohol Beverage and Drug Policy**

Alcohol and drug abuse affect everyone. At California State University, Sacramento (hereafter referred to as Sacramento State), we recognize that the abuse of alcohol and other drugs is a threat to the mission of this institution and the health and welfare of our students, staff, faculty, and University community. We believe that students, faculty, and staff have a mutual interest and shared responsibility to educate one another regarding both the health and legal consequences associated with alcohol and other drugs and to make thoughtful and informed choices regarding their use.

The following policy and procedures set regulations for the use of alcohol as well as delineate the prohibition of the use of illicit drugs and misuse of legal pharmaceutical drugs. [Please review the full policy here](https://sacramentostate.policystat.com/policy/11300464/latest) (https://sacramentostate.policystat.com/policy/11300464/latest)

### **Smoke and Tobacco Free Campus Policy**

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.

## **Hazing**

Sacramento State takes a zero-tolerance approach to hazing. Commission of hazing can be considered either a misdemeanor or a felony, punishable by up to one year in jail and up to a \$5000 fine. Participation in a hazing practice may result in both individual and organizational disciplinary action. Sacramento State, as an educational institution, has a special set of interests and purposes essential to its mission. Hazing is contrary to the goals of the university and undermines the positive development of students.

It is the responsibility of all student organizations to educate all members of all hazing related regulations and applicable policies and laws. Student organizations are also responsible for controlling the actions of their alumni, inactive members and any other individuals participating in their member activities. Student organizations or individuals found to have participated in hazing will be subject to disciplinary action by the University, up to and including possible expulsion. (Title 5, California Education Code, Sub chapter 4, Article 1, Section 40301)

The following is a non-exhaustive list of actions and activities, which are considered to constitute hazing, and are thus prohibited:

1. Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal sleep or study schedules, food or sleep deprivation; requiring "take home" assignments that interfere with academic work; serenading or addressing houses/apartments. At no time may a group violate the City noise ordinance.
2. Compelling a person to violate the Student Code of Conduct or commit a crime (deface property, theft, etc.).

3. Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress.
4. Paddling, shoving, or otherwise striking individuals.
5. Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness.
6. Compelling individuals to consume alcohol or illegal substances.
7. Compelling individuals to eat/drink substances in excess or restricting food intake.
8. Excluding an individual from social contact or communication (including but not limited to phone, email, social media, etc.) for prolonged periods of time and/or depriving individuals of sense awareness.
9. Verbal harassment, including yelling, screaming, shouting obscenities or insults. Intense or demeaning intimidation or interrogation.
10. Compelling harassing behavior towards other individuals or organizations.
11. Morally degrading or humiliating games and/or any other activity that make an individual the object of amusement, ridicule, or intimidation. Having substances thrown at, poured on, or otherwise applied to the bodies of individuals.
12. Assigning activities such as pranks or scavenger/treasure hunts that compel a person to commit a crime, engage in humiliating public acts, stunts of buffoonery, or harass other individuals or organizations.
13. Transporting individuals against their will, abandoning individuals at locations, or conducting any "kidnap" or "ditch".
14. Activities that require a person to remain in a fixed position for a long period of time.
15. Compelling walking, running, or marching in formation. "Line-ups"/ "Link-Ups"/ "Call-Outs" are restricted.
16. Personal servitude or requirements that financially take advantage of a new member.
17. Restraining individuals or intentionally exposing them to extreme temperatures, exposure to the elements or conditions that cause physical discomfort.

### **State of California Hazing Codes**

#### Title 5. California Code of Regulations 41301 Standards for Student Conduct

"(8) Hazing or conspiracy to haze. Hazing is defined in Section 41301 of Title 5 of the California Code of Regulations as "any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which

is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution."

"Hazing does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section." (Section 41301 of Title 5 of the California Code of Regulations.)

## California Anti-Hazing Law

### Matt's Law

State of California Penal Code 245.6

- (a) It shall be unlawful to engage in hazing, as defined in this section.
- (b) "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.
- (c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- (d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
- (e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- (f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

## Sacramento State Student 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.

To report allegations of hazing, review the section on [Reporting Misconduct, Bias Incidents, and Students in Distress](#)

## Title IX and Reporting Requirements

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.

Consistent with CSU and Sacramento State policy, any student organization officer who knows or has reason to know of allegations or acts involving discrimination, harassment (including sexual harassment), sexual misconduct, dating or domestic violence, sexual exploitation, or stalking against one of its members shall promptly report that information to their organization's faculty/staff advisor or Student Organizations & Leadership Advisor and to The Office for Equal Opportunity (Title IX Coordinator). The report shall include all information, including the names of the parties involved even if one of those parties has requested confidentiality and/or the incident occurred off campus. The report can be made via [Reporting Misconduct, Bias Incidents, and Students in Distress](#) or by contacting The Office for Equal Opportunity directly (located in Del Norte Hall 2005, 916-278-5770, [equalopportunity@csus.edu](mailto:equalopportunity@csus.edu)).

The student organization, through its leadership or advisor, shall make this report to the Office for Equal Opportunity prior to beginning any internal adjudication process related to the allegations. The Title IX Coordinator may require the student organization to delay its internal adjudication process until the University completes its review/investigation.

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/>

## **Reporting Misconduct, Bias Incidents, and Students in Distress**

The campus uses a system called Maxient, where any individual can report concerns relating to the following:

- Bias Incidents
- Academic Misconduct
- Individual Student(s) Misconduct
- Student Organization Misconduct
- Discrimination, Harassment, and/or Retaliation
- Sexual Misconduct, Dating or Domestic Violence, Sexual Exploitation, and/or Stalking
- Students in Distress

Maxient is an internal reporting system that is not monitored 24/7. These forms are intended to address concerns in a safe, timely, and supportive manner, with the goal of connecting individuals to the resources they may need. If you are having an emergency, please report to the police at 911 or 916-278-6000.

To report a concern: <https://cm.maxient.com/reporting.php?CSUSacramento>

## **Student Organization Misconduct**

### **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; they, besides the obligations, benefits, and privileges of membership, accept

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 affects 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. These forms of misconduct may occur both in person and online:

- A. Any violation of the university "Code of Conduct," or university rules and regulations, available online at <https://sacramentostate.policystat.com/>
- B. Any violation of Student Organization Standards, Expectations, and Policies
- C. Hazing of any kind.
- 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, sexual exploitation, and/or retaliation. The University policy prohibiting such discrimination is Executive Order 1095 which can be found at [www.csus.edu/title-ix/](http://www.csus.edu/title-ix/)
- 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 an individual/organization to discipline.

## 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). View [California State University Executive Order No. 1098](https://calstate.policystat.com/policy/8453518/latest) (<https://calstate.policystat.com/policy/8453518/latest>)

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 <https://sacramentostate.policystat.com/> will also be subject to the Student Judicial Process.

## 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 Director of SO&L, whose office is in the University Union 2031 and phone number is (916) 278-6595. This allegation ideally should be made in our [Campus Reporting Form](https://cm.maxient.com/reporting.php?CSUSacramento) (<https://cm.maxient.com/reporting.php?CSUSacramento>) 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 place the student organization on interim action stopping some or all of the organization's 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. In meetings with SO&L, students are entitled to bring an advisor (e.g.: friend, family member). Attorneys may not be permitted to serve as advisors, except under certain circumstances. Students must speak for themselves in the conduct process. Advisors can frequently help students understand the conduct process, suggest questions to ask, or remind a student of important facts to bring up.
- 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.

### **Reconsideration**

- A. A student organization that disagrees with the determination made by SO&L and/or the sanction issued (as described above) 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 A. to the Associate Vice President for Student Affairs/Dean of Students (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 investigator 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 actions in place as part of their consideration 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.

## Records of Sanctions

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

## Greek Life Addendum

### About the Addendum

In addition to the expectations outlined for student organizations in the Student Organization Handbook, social fraternities and sororities are required to follow specific policies, procedures, and processes outlined in the Greek Life Addendum.

Should you have questions regarding the policies and procedures contained herein, please contact the Greek Life staff via email at [greeklife@csus.edu](mailto:greeklife@csus.edu) or by phone at 916-278-6595.

### About Greek Life at Sacramento State

**Mission:** The mission of the Greek Life Community at Sacramento State is to enhance lives by supporting and facilitating opportunities and experiences for its member organizations to discover, engage, and learn while fostering an environment of social responsibility, based on fraternal values.

**Vision:** The Greek Community at Sacramento State aims to create a diverse and inclusive community that focuses on the academic advancement of its members and strives to reach the highest standards of personal and professional development while serving others for the betterment of the greater Sacramento Community

**Values:** Academic Success | Brotherhood & Sisterhood | Community Engagement | Diversity & Inclusion | Personal & Professional Development | Social Responsibility

### Alumni Engagement

Social Greek organization membership must be comprised of 100% Sacramento State students. Alumni members may not vote nor hold officer positions within the collegiate organization.

Social Greek organizations are responsible for ensuring the actions of their alumni, volunteers, and/or regional/inter/national representatives when they are on campus and/or participating in member activities, are aligned with all campus policies.

## Expansion

Student Organizations & Leadership 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. Such organizations foster valuable experiences for students that often lead to significant learning and development.

Any social fraternity or sorority seeking University recognition either as a new group working to establish at Sacramento State or an organization returning from a loss of recognition, for any reason, will follow this policy:

### New Social Greek Organizations

1. **Indicate Interest in Expansion to Sacramento State:** For a social Greek organization to expand, the interested students or organization representatives must schedule a meeting to discuss their potential expansion interest with their SO&L Advisor. This meeting will serve as an introduction for both parties to review the Greek expansion policy and Organization Registration process to reach recognition status.
2. **Provide Proof of 501(a) or 501(c) Status (if applicable):** In order to comply with Title IX, Education Amendments of 1972, Section 6A, all single sex Sacramento State fraternities and sororities must submit proof of their 501(a)-tax exemption status. Organizations that are exempt under Section 501(a) include those organizations that are classified within Section 501(c). Section 501(c) applies to single-sex organizations 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).

Interested social Greek organizations intending to be single gendered must submit the required documentation to their SO&L Advisor prior to moving onto step 3.

3. **Obtain Membership in a Greek Council:** Student organizations are formed for the purpose of bringing individuals together who have common goals or common interests. Student Organizations & Leadership does not recognize groups with duplicate or similar mission statements. The core principles of social fraternal organizations are similar in nature: to promote academic integrity, cultivate brotherhood/sisterhood, serve the campus and local community, provide opportunities for leadership, appreciate a specific culture or multiculturalism, strengthen character, and develop the values of confidence, honesty and dignity in members. Should an organization wish to expand with a similar mission or purpose, Student Organizations & Leadership expects the group to receive support from peer organizations in the form of an invitation to join a Greek Council.

Greek Councils are formed when individual groups come together to form an umbrella organization. They act as a governing body and serve their member organizations by providing programs, leadership opportunities, service learning, and organization recognition. The four Greek Councils at Sacramento State are the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), Panhellenic Sorority Council (PSC) and the United Sorority & Fraternity Council (USFC). In the event a new Council is interested in forming, Student Organizations & Leadership expects the new Council to present a different purpose than that of a currently recognized Council.

4. **Complete the Student Organizations & Leadership Organization Recognition Process:** Recognition procedures for new organizations can be found in the [Organization Recognition Process section](#).

### Social Greek Organizations Previously Recognized at Sacramento State

1. **Indicate Interest in Return to Sacramento State:** For social Greek organizations planning to return after a loss of recognition (for whatever reason), the organization's representatives must meet with their SO&L Advisor to communicate their interest in returning. This meeting will serve as a re-introduction for both parties, as well as, an opportunity to review the social Greek expansion policy unique to returning orgs and Organization Registration process to reach recognition status.

During this meeting, their SO&L Advisor will also review any terms established prior to a group's recognition removal, if the organization left due to misconduct. These may/may not be required to be completed before moving on to step 2.

2. **Notify Greek Council of Plans to Return:** The SO&L Advisor will work with the interested social Greek organizations to notify their designated Greek Council of their plans to return to prepare a plan for a successful re-integration.

Greek Councils may not prohibit member organizations from rejoining the council nor may they require additional steps of member organizations to regain council recognition, at that time. The Greek Council may consider a timeframe for return due to the current on-boarding of other organization(s). They may also expect any terms established prior to a group's recognition removal by the Greek Council, if done so under their jurisdiction for Greek Council based misconduct. These may/may not be required to be completed before moving on to step 3.

3. **Complete the Student Organizations & Leadership Recognition Process:** Recognition procedures for returning organizations can be found in the [Organization Recognition Process section](#).

### Gavel Club

Each semester, the Greek Life staff host monthly gatherings intended for the presidents (or designee) of all four Greek Councils and their member organizations. Gavel Club historically takes place the first Wednesday of each month and features guest speakers, important announcements related to Greek Life and/or the Sacramento State community, and networking opportunities for student leaders.

### Greek Organization Rosters

In addition to maintaining accurate membership rosters in CampusGroups, as is required for all recognized student organizations, fraternities and sororities must also maintain a more detailed roster with their SO&L Advisor. Accurate rosters are required for many reasons, namely:

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

The following policy and procedure are established to coordinate the task of verifying membership in social Greek organizations each semester.

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

- Obtain the electronic [Greek Grade Check and Roster Verification Form](https://cglink.me/2zk/s22) (<https://cglink.me/2zk/s22>).
- Each prospective, new or reaffiliated member must complete the form with their last name, first name, student ID, and electronic signature.
- When completing the form, students will need to select the correct category of membership, either:
  - “New” for potential/prospective members, interests, associates, pledges, or new members
  - “Reaffiliated” for members returning from inactive status.
  - “Affiliate” for members affiliating with the organization after being initiated and/or crossing at another institution.

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

- The chapter president must request a copy of the current membership roster from their SO&L Advisor via email or in person. Members may only have the following status within the organization:
  - **Active:** A dues paying potential/prospective member, associate member, new member, interest, pledge and initiated/crossed member who is enrolled at Sacramento State.
  - **Alumni/Alumna:** A member who has graduated from the University or has been granted alumni/a status by meeting the requirements outlined by the inter/national organization.
  - **Inactive:** A member that is not paying dues, not enrolled, not participating and/or who is approved for a leave of absence by the organization.
  - **Disaffiliated:** A member who has resigned, dropped, had their membership terminated, or lost recognition through any means from the organization.
- In order to maintain accuracy of membership within the organization, the chapter president must update and sign off on the finalized membership roster updates as status changes occur and/or by the last Friday of each semester.
- A copy of the membership roster may also be provided to inter/national representatives, traveling consultants and/or chapter/alumni advisors.

### Greek New Member/Membership Intake Process

No social Greek organization may begin a new member/pledge education program until the submission of all interests, associates, pledges, prospective/potential members or new members information has been received via the [Greek Grade Check and Roster Verification Form](https://cglink.me/2zk/s22) (<https://cglink.me/2zk/s22>). This documentation must be submitted to the organization’s SO&L Advisor who will confirm receipt before the organization may move forward.

Organizations who fail to submit the names of all interests, associates, pledges, prospective/potential members or new members prior to the start of a process will be considered in violation of the Student Organization Handbook and subject to the organization misconduct process.

## **Greek New Member Education (GNME)**

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 interests/prospects/potential members/new members/associates/pledges of all recognized social fraternities and sororities of the four Greek Councils (Interfraternity 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. Conflicts with training sessions offered must be communicated to the organizations SO&L Advisor as early as possible.

Following attendance at Greek New Member Education, participants must complete a post assessment to fulfill the GNME requirement. Access to the post assessment will be emailed to participants who were present for the full duration of the training. Participants who arrive late or leave early will not be credited for attending.

If you are a student who transferred to Sacramento State and were initiated at a different University where you completed a similar Greek New Member Education program, you may email your organizations SO&L Advisor to request an exemption to this requirement.

## Sport Clubs 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 contact Student Organizations & Leadership via email at [getinvolved@csus.edu](mailto:getinvolved@csus.edu) or by phone at 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 6 officer positions. An overview of each position is covered in the Officer Overview section of this document.

- President
- Treasurer
- Safety Officer #1
- Safety Officer #2
- Travel Officer
- Sport Club Council Representative

Many sport clubs hire coaches 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 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. Judo).

Each Tier 1/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 and Member Registration

### Starting A New Sport or Recreation Club

#### Recreation Clubs

Recreation clubs must follow the [Organization Recognition Process](#).

#### Sport Clubs

In addition to completing the Student Organizations & Leadership [Organization 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:

- Identify a National Governing Body (NGB) the club can join
- 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.

Returning clubs that 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.

### **Continuing as a Sport Club**

Sport clubs are required to register with their National Governing Body and compete in a minimum of 3 sanctioned competitions per academic year. Sport clubs that do not meet these requirements in a given year may lose sport club status for the following year and become a recreation club. The recreation club would then have the opportunity the following Spring to apply to become a sport club again using the process outlined above under [Starting a New Sport or Recreation 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: GPA and enrollment requirements outlined below:

- 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 (GPA):
  - Students are required to have and maintain a cumulative grade point average of 2.0 or higher.

#### **Sport Clubs - Insurance**

Having individual primary health care coverage is strongly recommended for all sport club members. Standard medical/counseling benefits offered by the University to all students is not considered primary health care coverage.

Members of a sport club participating in regularly scheduled practices and games will be covered under the CSU Club Sports Insurance Program. Under the terms of the coverage, Sacramento State's insurance is a SECONDARY CARRIER, and its policy is accessed only in the event the student or student's primary insurance does not cover the entire bill. COVID-19 claims are not covered under the Club Sports Insurance Program.

To file an insurance claim when injured at a regularly scheduled practice or competition, a sport club member should do the following:

1. Ensure they have an injury report on file with Student Organizations & Leadership
2. Reach out to Josh Mandel-Sonner at [joshms@csus.edu](mailto:joshms@csus.edu) to help connect them to the Risk Management Department
3. Work with the Department of Risk Management to file a claim



- Please note that there is a \$100 deductible. What is a deductible? The deductible is the amount the student must pay before the insurance company will pay the claim.

### **Sport Club Tryout Waivers**

During the first three (3) weeks of the Fall Semester, 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. Any club practices and tryouts held during the tryout waiver period must be non-contact. 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 valid. Students must submit a Sport Club Membership Application and be approved by Student Organizations & Leadership by the end of the tryout period in order to continue participating in any club activities.

In the Spring Semester, sport clubs that have formal tryouts can request tryout waivers from Student Organizations & Leadership to cover their tryout dates. A student attempting to join a sport club that does not hold formal tryouts, must appear on the club's Do Sports Easy roster as "Approved-Active" before participating.

### **Sport Clubs 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 meetings, practices, trainings, competitions, fundraisers, trips, events, virtual activities, etc. Below are the necessary steps to become a member:

1. Join your club's organization on [CampusGroups](https://csus.campusgroups.com/club_signup) ([https://csus.campusgroups.com/club\\_signup](https://csus.campusgroups.com/club_signup))
2. Complete the Sport Club Membership process on [Do Sports Easy](https://csus.dserec.com/online/clubsports) (<https://csus.dserec.com/online/clubsports>), complete the CSU Concussion Management Education online training, and attend a Baseline Concussion Testing Session.
3. Appear as "Approved-Active" on Do Sports Easy (DSE) roster

If a Sport Club practices, trains, competes, travels, holds virtual activities, 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**

#### **Recreation Club Trial Waivers**

During the first three (3) weeks of the Fall Semester and Spring Semester, 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. Any club practices held during the trial waiver period must be non-contact. 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 valid. Students must submit a Recreation Club Membership Application 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 meetings, practices, trainings, fundraisers, events, virtual activities, etc. Below are the necessary steps to become a member:

1. Join your club's organization on [CampusGroups](https://csus.campusgroups.com/club_signup) ([https://csus.campusgroups.com/club\\_signup](https://csus.campusgroups.com/club_signup))
2. Complete the Sport Club Membership process on [Do Sports Easy](https://csusrec.dserec.com/online/clubsports) (<https://csusrec.dserec.com/online/clubsports>) and complete the CSU Concussion Management Education online training (high-risk rec clubs only)
3. Appear as "Approved-Active" on Do Sports Easy (DSE) roster

If a Recreation Club practices, trains, hold activities, 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 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, activities, etc. Below are the necessary steps to become a community member:

1. Complete the [Recreation Club Community Member Application](https://csus.presence.io/form/2023-2024-recreation-club-community-member-application) Form on CampusGroups. (<https://csus.presence.io/form/2023-2024-recreation-club-community-member-application>)
2. Appear as an approved community member on the club's University approved roster on OneDrive.

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

## **Sport Clubs Specific Policies**

### **General Student Organization Expectations**

All student organizations must follow the [Expectations and Standards of Recognized Student Organizations](#).

### **Alcohol, Tobacco and Other 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

## **Gender Policy**

### **Policy Statement**

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in age, ability (physical and mental), gender (or sex), gender identity (including transgender), gender expression, genetic information, marital status, medical condition, nationality, race or ethnicity (including color or ancestry), religion (or religious creed), sexual orientation, veteran or military status, and other characteristics that make our community unique. All individuals have the right to participate fully in CSU programs and activities free from discrimination, harassment, and retaliation. The CSU prohibits harassment of any kind, including sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. Such misconduct violates University policy and may also violate state and/or federal law.

California State University, Sacramento's [Non-discrimination Policy](https://calstate.policystat.com/policy/8453516/latest/) (<https://calstate.policystat.com/policy/8453516/latest/>) prohibits discrimination on the basis of gender identity and/or gender expression. In accordance with the Non-Discrimination Policy, and to uphold the University's educational goals of equity and inclusion, the Sacramento State Sport Clubs Program maintains the following guidelines to advance equity and inclusion. These guidelines cover participation in sport clubs and accommodation for non-binary and transgender people who attend and participate in Sport Club contests that take place at California State University, Sacramento.

### **Confidentiality**

All discussions among involved parties and required written supporting documentation should be kept confidential, unless the sport club student makes a specific, written request otherwise. All information about an individual student's gender identity and medical information, including physician's information provided pursuant to these guidelines, shall be maintained confidential in accordance with applicable state, local and federal privacy laws. With the written consent of the individual student, or as otherwise permitted by the Family Education Rights and Privacy Act (FERPA) or other applicable privacy law, information about an individual student's gender identity may be shared with those who have a legitimate need to know about the information. Those with a legitimate

need to know will be determined on a case-by-case basis and may include coaches, players, National Governing Body (NGB), opponents' coaches, officials, and California State University, Sacramento decision makers. The National Governing Body (NGB) should provide a model confidentiality policy for member institutions, including information about medical waivers.

## **Guidelines for Collegiate Sport Clubs**

### **Participation**

- All sport club students may participate in the Sport Clubs Program in accordance with their gender identity. For participation in competition, sport club students should refer to their NGB for specific eligibility requirements.
- In any case where a sport club student is taking hormone treatment related to gender transition, that treatment must be monitored by a physician. If required by the NGB to verify the student's eligibility, the student may need to provide the NGB with medical records related to the hormone treatment.

### **Recommended Implementation Process**

- A. Individual School and National Governing Body Responsibilities
  1. The student may meet with Sport Clubs professional staff to review National Governing Body (NGB) eligibility requirements and the procedure for NGB approval of transgender and/or non-binary participation.
  2. Sport Clubs professional staff shall notify the NGB of the student's participation aspirations. The NGB will assign a facilitator to assist in responding to the inquiry.
  3. The NGB will confirm the treatment requirement has been met. If the NGB denies student participation in accordance with the student's gender identity, the student will be offered support and consultation through a committee consisting of Student Organizations & Leadership, Centers for Diversity and Inclusion, Student Health & Counseling Services, and Risk Management.
  4. Sport club students subject to a one-year transition period per their NGB should receive an extension of their eligibility at the end of their transition period, upon timely review and approval by the NGB.
  5. An opposing team or school may only challenge a student's approved eligibility through the accepted formal appeal process of the NGB.
- B. The student's responsibility with the support of Sport Clubs & Student Health & Counseling Services
  1. In order to support a student in their participation during a sport season and help them navigate their national governing body/conference/league rules and procedures, a sport club student who plans to initiate or is in the process of taking hormones as part of gender transition is encouraged to work with Student Health & Counseling Services on their medical plan. If the student is under the care of an outside provider during gender transition, Student Health & Counseling Services may need to request medical records from an outside provider to more effectively support the sport club student.

## **Facilities, Support, and Education**

### **Locker Rooms**

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

### **Accommodations for Travel**

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

### **Names and Pronouns**

Teammates, coaches, and other participants in sports shall use the name and pronoun that the sport club student requests.

### **Dress Codes and Uniforms**

Uniforms and club attire should enable all students and other sports participants to dress in accordance with their gender identity. For policies specific to competition uniforms, students should refer to their national governing body and/or league/conference rules. The Sport Clubs Program will advocate for sport club students who need support navigating NGB competition uniform requirements in relation to their gender identity.

### **Education**

At California State University, Sacramento: Sport club students, coaches, athletic trainers, and other people involved in the California State University, Sacramento Sport Club Program should be educated about gender identities and the principles of inclusion. They should be knowledgeable and be able to support all people and be prepared to put this knowledge to use. The Sacramento State Division of Inclusive Excellence and the PRIDE Center can be utilized as an educational resource and provide Safe Zone Training for the aforementioned personnel.

### **At schools or venues where California State University, Sacramento sport club students**

**compete:** Without naming or violating the privacy of sport club students or personnel in question, relevant authorities and personnel at those venues should be informed about expectations for the treatment of sport club students - including accommodation, pronoun, and name use – during and outside play. For support and guidance when competing off-campus, please contact Student Organizations & Leadership at (916) 278-6595.

### **Review Procedures**

Please direct questions and concerns regarding the policy to Student Organizations and Leadership at (916) 278-6595 or complete [a Report a Concern form](#) (<https://cm.maxient.com/reporting.php?CSUSacramento>) or by visiting the [Student Organizations and Leadership Website](#) (<https://www.csus.edu/student-life/student-organizations/>).

If an individual feels they have been discriminated against or harassed based on 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 under Resources.

## Definitions

**Gender Identity** - This can be described as our deeply held, internal sense of self as masculine, feminine, a blend of both, neither, or something else. Identity also includes the name we use to convey our gender. Gender identity can correspond to or differ from the sex we are assigned at birth.

**Gender Expression** - Our “public” gender, or how we present our gender in the world and how society, culture, community, and family perceive, interact with, and try to shape our gender.

**Cisgender** - Refers to people whose gender identity aligns with their assigned sex at birth.

**Transgender** - Often used broadly as an umbrella term to describe anyone whose gender identity differs from their assigned birth sex. It is also used more narrowly as a gender identity that reflects a binary gender identity that is “opposite” or “across from” the sex they were assigned at birth. A male-to-female (MTF) transgender person is someone who was assigned male sex at birth and whose gender identity is a girl/woman. A female-to-male (FTM) transgender person is someone who was assigned female at birth and whose gender identity is boy/man.

**Non-binary** is an umbrella term for gender identities that are not exclusively masculine or feminine.

## Resources

[Student Organizations and Leadership Website](http://www.csus.edu/soal) (www.csus.edu/soal)

[Dean of Students Office Website](https://www.csus.edu/student-affairs/engagement-success/) (https://www.csus.edu/student-affairs/engagement-success/)

[Human Resources – Title IX Coordinator](http://www.csus.edu/hr/departments/equal-opportunity/) (http://www.csus.edu/hr/departments/equal-opportunity/)

[Office of Inclusive Excellence Website](https://www.csus.edu/diversity/) (https://www.csus.edu/diversity/)

[Office of Student Conduct Website](http://www.csus.edu/student/osc/index.html) (http://www.csus.edu/student/osc/index.html)

[PRIDE Center Website](https://www.csus.edu/student-affairs/centers-programs/diversity-inclusion/pride-center.html) (https://www.csus.edu/student-affairs/centers-programs/diversity-inclusion/pride-center.html)

### The Language of Gender, Gender Spectrum

[Gender Spectrum Website](https://www.genderspectrum.org/the-language-of-gender/) (https://www.genderspectrum.org/the-language-of-gender/)

### On the Team: Equal Opportunity for Transgender Student Athletes

Written by Pat Griffin and Helen J. Carroll

### California State University Executive Order 1097

[Link to CSU Executive Order 1097](https://calstate.policystat.com/policy/10454581/latest/) (https://calstate.policystat.com/policy/10454581/latest/)

## Safety Policies

For all sport club safety policies, please refer to [Risk Management & Safety](#) section of this addendum.

## Travel Policies

For all sport club travel policies, please refer to [Travel](#) section of this addendum.

## Reserving Space, Practices and Competitions

### On-Campus Events and General Meetings

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 [Events](#) section of this 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, or during an in-person meeting. 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 competitions. 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 [Events](#) section of this handbook. For sport clubs and recreation clubs, these events are typically home competitions 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. For home tournaments, playoffs, championships, camps, and clinics, 4-5 months advanced notice is required.

### 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.

### Canceling 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](mailto: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](mailto:spacemgt@csus.edu)) & Event Services ([events.union@csus.edu](mailto: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 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. All off campus practices must be added to the club's DSE events calendar.

### Competition Schedules

The sport club office utilizes all club competition schedules to help market the clubs through online schedules, fliers, social media, 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

### 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, inclusivity and mutual respect
- Correspond directly with Student Organizations & Leadership and disperse information as necessary to all club members, officers, and coaches/instructors
- Oversee club 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.
- Read and abide by the Sport Clubs Environmental Conditions Guidelines
- Inform Sport Clubs professional staff of any possible head injuries sustained by any member of the club immediately.
- Read, understand, and enforce the Sport Clubs Concussion Management Policy

### **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 Training**

- Sport Clubs Officer Training (Sport Clubs only)
- Nuts & Bolts Workshop
- CPR/ First Aid/ AED (Sport Clubs and Tier 1/High-Risk Recreation Clubs)
- Concussion Management Online Training (Sport Clubs and Tier 1/High-Risk Recreation Clubs)

- The CSU online concussion management training is valid for the academic year and must be renewed each academic year before approved for participation.
- Safety training (Sport Clubs and Tier 1/High-Risk Recreation Clubs)
- Bystander Intervention (Sport Clubs Only)
- 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, coaches/instructors, 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
- Sport Clubs Officer Training (Sport Clubs only)
- Concussion Management Online Training (Sport Clubs and Tier 1 Recreation Clubs)
  - The CSU online concussion management training is valid for the academic year and must be renewed each academic year before approved for participation.
- Bystander Intervention (Sport Clubs Only)
- Other trainings as assigned

### **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. All sport clubs will be required to have two safety officers. Tier 1/High-Risk recreation clubs will be required to have one safety officer.

### **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.)
- Inform Sport Clubs professional staff of any possible head injuries sustained by any member of the club immediately.
- Supply ice for home competitions
- Read and understand the Sport Clubs Emergency Action Plan (EAP)
- 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 Sport Clubs Concussion Management Policy
- Manage the club's First Aid Kit and ensure that it is stocked and easily accessible at all practices, trainings, competitions, and trips
- Maintain current CPR/First Aid/AED certification from the American Red Cross or other pre-approved organization.
- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.
- Read and abide by the Sport Clubs Environmental Conditions Guidelines

### **Mandatory Training**

- Safety Officer Training (Sport Clubs and Tier 1/High-Risk Recreation Clubs)
- CPR/First Aid/AED (Sport Clubs and Tier 1/High-Risk Recreation Clubs)
- Concussion Management Online Training (Sport Clubs and Tier 1/High-Risk Recreation Clubs)
  - The CSU online concussion management training is valid for the academic year and must be renewed each academic year before approved for participation.
- Sport Clubs Officer Training (Sport Clubs Only)
- 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.
- Meet with Sport Clubs professional staff or their representatives before booking third party travel.
- Determine trip route and stops during the trip
- Submit Travel Applications or Activity Packets to the Sport Clubs professional staff or their representative 21 days prior to departure. For trips involving third party travel, travel applications are due 21 days prior to the trip.
- Whether prior to or during the trip, communicate with Sport Clubs professional staff or representative on updates and changes to the Travel Application or Activity Packet
- After submitting a travel application, 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 Driving Policies and 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).
- Meet with Sport Clubs professional staff before booking any travel reservations or lodging for any trips requiring third-party travel
- Submit third-party travel waivers for club members and coaches when using third party travel

### **Mandatory Trainings**

- Sport Clubs Officer Training (Sport Clubs Only)
- CPR/First Aid/AED (if club does not have a coach)
- Concussion Management Online Training
  - The CSU online concussion management training is valid for the academic year and must be renewed each academic year before approved for participation.
- 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 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 can 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 Clubs events managed by Student Organizations & Leadership. Points will be awarded to clubs that attend pre-determined point earning events or complete point earning activities. The details of the “Point System” will be determined by Sport Club Council Executive Board.

## **Coaches and Instructors**

### **Coach/Instructor Registration**

All Coaches and Instructors must complete an annual 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 email approval from the Sport Clubs professional staff clearing them to begin coaching/instructing. This includes club practices, competitions, fundraisers, events, virtual activities, virtual meetings, etc. In order to become a Sport Club Coach, prospective coaches will need to complete the following:

1. Visit Do Sports Easy (DSE) at <https://csus.dserec.com/auth/staff> and create an account or log-in if you already have an account
2. Click “Sport Clubs” under “Modules” and then select “Registration”
3. Click “New Club Registration”
4. Select the club in the drop-down that you will be coaching/instructing and select “Head Coach” or “Assistant Coach”
5. Complete the registration form and the required trainings outlined on the “Documents” tab.
6. Receive emailed approval from Sport Clubs Professional Staff.

In order to become a Recreation Club Instructor, prospective instructors will need to complete the following:

1. Visit Do Sports Easy (DSE) and create an account or log-in if you already have an account
2. Click “Recreation Clubs” under “Modules” and then select “Registration”
3. Click “New Club Registration”
4. Select the club in the drop-down that you will be coaching/instructing and select “Head Instructor” or “Assistant Instructor”
5. Complete the registration form and the required trainings outlined on the “Documents” tab.
6. Receive emailed approval from Sport Clubs Professional Staff.

If a sport club or recreation club practices, trains, competes, travels, holds activities, holds meetings, etc. with a nonregistered or non-approved Coach or Instructor, disciplinary action will take place.

*\*Sport Club Coaches are also required to register as a coach with their club’s national governing body and league and maintain the appropriate coaching certification that is required by the National Governing Body, and complete all required National Governing Body trainings.*

*\*Recreation Club Instructors must register with their club's National Governing Body, complete all required National Governing Body/sport trainings, and maintain the appropriate coaching certification/meet appropriate instructor requirements for said National Governing Body/sport.*

## **Sport Club Coach**

**Role:** I will attempt to develop and improve the skills of the student-athletes and create an environment of teamwork and inclusiveness. I will allow the club's President and other elected officials to manage the club's regular activities outside of sport, however, I will work collaboratively with the club's officers to achieve the short-term and long-term goals of the club. I 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. I also understand that all financial matters pertaining to the club, will be the responsibility of club leadership, and I will support their decision-making in this area, while offering input and guidance. I will work collaboratively with the faculty/staff advisor and the Sport Clubs professional staff to encourage positive relationships with University employees, other teams, and stakeholders.

**Trainings:** I will complete all trainings required by Student Organizations & Leadership and Sacramento State. I will register as a coach with my club's national governing body (NGB) and complete all required NGB trainings/requirements.

**Attendance & supervision:** I will attend all practices, competitions, and team trips for the entire duration of the competitive season. If I am not able to attend a practice or competition, I will communicate this to the club's leadership and give a copy of the day's practice or game plan to another approved coach or the club president.

**Risk Management & Safety:** I will adhere to all established safety practices for the sport I coach and will provide the safest possible environment for my team. The current and future health and safety of the student athletes will always be my number one priority, and my coaching decisions will be made accordingly. I will report any hazardous conditions to the club officers and ensure that the Sport Clubs professional staff is notified. I will enforce all safety standards outlined in the Sport Clubs Program Addendum section of the Student Organization Handbook. I will follow the Sport Clubs Concussion Management Policy and concussion policies specific to my club's league, conference, and national governing body. In case of an emergency, I will follow all emergency procedures as put forth in the Sport Clubs Emergency Action Plan. Additionally, I will report personal injuries sustained during my participation immediately and within 24 hours of sustaining the injury to Sport Clubs professional staff.

**Conduct:** As a sport club coach, I will do the following:

1. Act only in those areas in which I have been empowered by the sport club. A sport club is first and foremost a student organization to be administered by elected student leaders
2. Not solicit or accept gifts or compensation, financial or otherwise, from any person or entity, in the name of Sacramento State or the club without approval of the club and Student Organizations & Leadership.

3. Promote fair play and good sportsmanship.
4. Conduct safe and organized practice sessions/trainings that will enable club members to develop and improve their skills. I will also abide by appropriate safety practices, including inspection of equipment and reporting hazardous facility conditions.
5. Report all concussions and suspected concussions to the Sport Clubs professional staff as soon as I become aware. I will also follow the Sacramento State Sport Clubs Concussion Management Policy and concussion policies and procedures specific to my club's league, conference, and national governing body.
6. Abide by all applicable requirements, rules, and regulations set forth by the club's conference, league, governing body, or association to which the club may belong.
7. Understand and follow all policies and conduct guidelines in the Student Organization Handbook and adhere to Sacramento State's Student Conduct Code.
8. Enforce Sport Clubs program policies, Student Organization & Leadership policies, Sacramento State policies, and Sacramento State's Student Conduct Code, whether on or off campus, as well as during club trips, and report any issues of misconduct to the Sport Clubs professional staff.
9. Pursuant to CSU Executive Orders, I will promptly report to the Sacramento State Office for Equal Opportunity (OEO) if I experience discrimination or harassment from a third party. Similarly, if I ever feel I have experienced discrimination or harassment from an employee or student, I will report it to OEO. I am also aware that any reports of me engaging in prohibited conduct toward an employee or student may result in immediate removal from the program. Please see applicable policies here: <https://calstate.policystat.com/policy/10926024/latest/>
10. Not coach or participate in club activities until I have received coach approval by Student Organizations & Leadership.
11. Keep my certifications and trainings up-to-date per Student Organization & Leadership and Sacramento State.
12. Represent the club, the Sport Clubs Program, Student Organizations & Leadership, and Sacramento State in a positive and professional manner.
13. Adhere to all University and CSU policies and procedures.
14. Adhere to all local, state and federal laws.

**Renewal:** I understand that the term of my position as coach is one academic year and I am eligible for renewal at the completion of this term. Any agreement renewal is contingent upon approval by the members of the club and the Sport Clubs professional staff.

**Termination:** I understand that I am eligible for dismissal if at any time, two-thirds of the club votes to dismiss me from my position. I am also eligible for dismissal if I fail to meet the responsibilities outlined in this document, violate the Coaches Code of Conduct, Sacramento State policies, Student Organizations & Leadership policies, or for any other reasons deemed appropriate by Student Organizations & Leadership. I understand that I may also be immediately relieved of my position if I observe and/ or become aware of club members violating the Sacramento State Student Conduct Code and/or any Sacramento State, Student Organizations & Leadership, and Sport Club policies, and fail to take reasonable measures to address said behavior and report it to the Sport Clubs professional staff in a timely manner. If terminated, or if the position is vacated, the payment of any unpaid salary is contingent upon the approval of the respective club's officers, the club members, and the Sport Clubs professional staff. Termination must be in writing with the reasons for termination stated, and a copy of the termination must be provided to the Sport Clubs professional staff.



## Mandatory Trainings

- Head Coach Meeting/Training (head coaches only)
- Bystander Intervention Training
- CPR/First Aid/AED Certification
- All required CSU Learn Trainings
- Other trainings as assigned

## Recreation Club Instructor

**Role:** I will attempt to develop and improve the skills of the club members and create an environment of teamwork and inclusiveness. I will allow the club's President and other elected officials to manage the club's regular activities, however, I will work collaboratively with the club's officers to achieve the short term and long-term goals of the club. I 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. I also understand that all financial matters pertaining to the club, will be the responsibility of club leadership, and I will support their decision making in this area, while offering input and guidance. I will work collaboratively with the faculty/ staff advisor and the Sport Clubs professional staff to encourage positive relationships with University employees, other clubs, and stakeholders.

**Trainings:** I will complete all trainings required by Student Organizations & Leadership and Sacramento State. I will obtain all national governing body sport/discipline specific coaching certifications before beginning my assignment as an instructor.

**Attendance & Supervision:** I will attend all practices for the entire duration of the academic year. If I am not able to attend a practice, I will communicate this to the club's leadership and give a copy of the day's practice or game plan to another approved instructor or the club president. \*Special circumstances regarding attendance at practices shall be outlined below.

**Risk management & safety:** I will adhere to all established safety practices for the club that I work with and will provide the safest possible environment for my club. The current and future health and safety of the club members will always be my number one priority, and my instructor decisions will be made accordingly. I will report any hazardous conditions to the club officers and ensure that the Sport Clubs professional staff is notified. I will enforce all safety standards outlined in the Sport Clubs Program Addendum section of the Student Organization Handbook. I will follow the Sport Clubs Concussion Management Policy and concussion policies specific to my club's sport/discipline and national governing body. In case of an emergency, I will follow all emergency procedures as put forth in the Sport Clubs Emergency Action Plan. Additionally, I will report personal injuries sustained during my participation immediately and within 24 hours of sustaining the injury to Sport Clubs professional staff.

**Conduct:** As a recreation club instructor, I will do the following:

1. Act only in those areas in which I have been empowered by the recreation club. A recreation club is first and foremost a student organization to be administered by elected student leaders

2. Not solicit or accept gifts or compensation, financial or otherwise, from any person or entity, in the name of Sacramento State or the club without approval of the club and Student Organizations & Leadership.
3. Promote fair play and good sportsmanship.
4. Conduct safe and organized practice sessions/trainings that will enable club members to develop and improve their skills. I will also abide by appropriate safety practices, including inspection of equipment and reporting hazardous facility conditions.
5. Report all concussions and suspected concussions to the Sport Clubs professional staff as soon as I become aware. I will also follow the Sacramento State Sport Clubs Concussion Management Policy and concussion policies and procedures specific to my club's national governing body.
6. Abide by all applicable requirements, rules, and regulations set forth by the club's national governing body, or association to which the club may belong.
7. Understand and follow all policies and conduct guidelines in the Student Organization Handbook and adhere to Sacramento State's Student Conduct Code.
8. Enforce Sport Clubs program policies, Student Organization & Leadership policies, Sacramento State policies, and Sacramento State's Student Conduct Code, whether on or off campus, as well as during club trips, and report any issues of misconduct to the Sport Clubs professional staff.
9. Pursuant to CSU Executive Orders, I will promptly report to the Sacramento State Office for Equal Opportunity (OEO) if I experience discrimination or harassment from a third party. Similarly, if I ever feel I have experienced discrimination or harassment from an employee or student, I will report it to OEO. I am also aware that any reports of me engaging in prohibited conduct toward an employee or student may result in immediate removal from the program. Please see applicable policies here: <https://calstate.policystat.com/policy/10926024/latest/>
10. Not participate as an instructor or in club activities until I have received instructor approval by Student Organizations & Leadership.
11. Keep my certifications and trainings up-to-date per Student Organization & Leadership and Sacramento State.
12. Represent the club, the Sport Clubs Program, Student Organizations & Leadership, and Sacramento State in a positive and professional manner.
13. Adhere to all University and CSU policies and procedures.
14. Adhere to all local, state and federal laws.

**Renewal:** I understand that the term of my position as coach is one academic year and I am eligible for renewal at the completion of this term. Any agreement renewal is contingent upon approval by the members of the club and the Sport Clubs professional staff.

**Termination:** I understand that I am eligible for dismissal if at any time, two-thirds of the club votes to dismiss me from my position. I am also eligible for dismissal if I fail to meet the responsibilities outlined in this document, violate the Coaches Code of Conduct, Sacramento State policies, Student Organizations & Leadership policies, or for any other reasons deemed appropriate by Student Organizations & Leadership. I understand that I may also be immediately relieved of my position if I observe and/ or become aware of club members violating the Sacramento State Student Conduct Code and/or any Sacramento State, Student Organizations & Leadership, and Sport Club policies, and fail to take reasonable measures to address said behavior and report it to the Sport Clubs professional staff in a timely manner. If terminated, or if the position is vacated, the payment of any unpaid salary is contingent upon the approval of the respective club's officers, the club members, and the Sport Clubs

professional staff. Termination must be in writing with the reasons for termination stated, and a copy of the termination must be provided to 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**

- Safety Training (Head Instructors of High-Risk Rec Clubs Only)
- All required CSU Learn Trainings
- CPR/First Aid/AED Certification for all High-Risk Recreation Club Instructors and Low-Risk Recreation Club Head Instructors.
- 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**

### **COVID-19 Protocols**

All COVID-19 policies and protocols for sport and recreation clubs are located on [our website](https://www.csus.edu/student-life/student-organizations/sports-recreation/_internal/_documents/sport-clubs-covid-19-protocols.pdf) (https://www.csus.edu/student-life/student-organizations/sports-recreation/\_internal/\_documents/sport-clubs-covid-19-protocols.pdf).

### **CPR/First Aid/AED Certification & Lifeguard Certification**

Presidents, Safety Officers, and Coaches/Instructors for sport clubs and tier 1/High-Risk 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
- In-person 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/host 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 on deck for the duration of each practice. The lifeguard must have the appropriate CPR/First Aid/AED and Lifeguard Certification on file with Student Organizations & Leadership
- All boat drivers must have a copy of their CA Boater Card on file with Student Organizations and 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 officers. 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, field conditions, obstructions to play, etc.

### **Athletic Trainers**

Rugby practices must be non-contact unless a Certified Athletic Trainer is present to cover the practice. Rugby, soccer, and wrestling clubs are required to staff a Certified Athletic Trainer at all home/hosted 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. It is recommended that all other sport clubs have a Certified Athletic Trainer at their home competitions as well.

If specific high-risk recreation clubs (e.g. Judo) are hosting a competition, they too would be required to staff a Certified Athletic Trainer to cover the event.

### **Injury Reports**

In the event of an injury at a club practice, training, competition, trip, virtual activity, 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. If there is a possible head injury or suspected concussion, the club's president or safety officer is responsible for immediately emailing Sport Clubs professional staff notifying them of the injury.

### **Water Sports Safety**

All water sports are at a minimum required to meet the safety standards outlined by the club's corresponding national governing body linked below:

- [Rowing](http://www.usrowing.org/safety/) (http://www.usrowing.org/safety/)
- [Fishing](https://www.flwfishing.com/rules/college-fishing) (https://www.flwfishing.com/rules/college-fishing)
- [Water Polo](https://www.csus.edu/student-life/student-organizations/sports-recreation/_internal/_documents/cwpa-safety-standards.pdf) (https://www.csus.edu/student-life/student-organizations/sports-recreation/\_internal/\_documents/cwpa-safety-standards.pdf)
- [Swimming](https://www.usaswimming.org/) (https://www.usaswimming.org/)

If the club's national governing body requires that specific safety standards are met at competitions (i.e. protective head gear, personal flotation devices, sport specific equipment, safety equipment, etc.), those safety standards must also be met at practices and trainings.

### **Boat Drivers**

In order to become a Sport Club Boat Driver, prospective boat drivers will need to complete the following:

1. Visit Do Sports Easy (DSE) at <https://csus.dserec.com/auth/staff> and create an account or log-in if you already have an account
2. Click "Sport Clubs" under "Modules" and then select "Registration"
3. Click "New Club Registration"
4. Select the club in the drop-down that you will be coaching/instructing and select "Assistant Coach"
5. Complete the registration form and the required trainings outlined on the "Documents" tab, as well as the "Sac State Utility Trailer Towing Safety" training
6. Submit CA Boater Card and current CPR/First Aid/AED certification card to Sport Clubs Professional Staff
7. Receive emailed approval from Sport Clubs Professional Staff.

In order to become a Recreation Club Boat Driver, prospective boat drivers will need to complete the following:

1. Visit Do Sports Easy (DSE) and create an account or log-in if you already have an account
2. Click "Recreation Clubs" under "Modules" and then select "Registration"
3. Click "New Club Registration"
4. Select the club in the drop-down that you will be coaching/instructing and select "Assistant Instructor"

5. Complete the registration form and the required trainings outlined on the “Documents” tab as well as the “Sac State Utility Trailer Towing Safety” training
6. Submit CA Boater Card and current CPR/First Aid/AED certification card to Sport Clubs Professional Staff
7. Receive emailed approval from Sport Clubs Professional Staff.

## Environmental Conditions Guidelines

### RISK FACTORS AND TYPES OF HEAT ILLNESS

Potential Risk Factors	Information
<b>Intensity of Activity</b>	This is the leading factor that can increase the core body temperature higher and faster than any other
<b>Environmental Conditions</b>	Heat and humidity combine for a high wet-bulb globe temperature that can quickly raise the heat stress of the body
<b>Duration and frequency of activity</b>	Minimize multiple activity sessions during the same day and allow at least three hours of recovery between sessions
<b>Dehydration</b>	Fluids should be readily available and so used to aid the body’s ability to regulate itself and reduce the impact of heat stress
<b>Nutritional supplements</b>	Nutritional supplements may contain stimulants and/or can cause a negative impact on hydration levels and/or increase metabolism and heat production.
<b>Medication/drugs</b>	Certain medications and drugs have similar effects as some nutritional supplements.
<b>Medical conditions</b>	Examples include illness with fever, gastrointestinal illness, previous heat illness.
<b>Acclimatization/ fitness level</b>	Lack of acclimation to the heat or poor conditioning
<b>Clothing</b>	Dark clothing absorbs heat. Moisture wicking-type material helps dissipate heat
<b>Protective Equipment</b>	Heavy and bulky protective equipment may interfere with sweat evaporation and increase heat retention
<b>Limited knowledge of heat illness</b>	Signs and symptoms can include elevated core temperature, pale or flushed skin, profound weakness, muscle cramping, rapid weak pulse, nausea, dizziness, exercise fatigue, fainting, confusion verbal disturbances and others

### HEAT AND HYDRATION

**Definition:** Heat illness is inherent to physical activity and its incidence increases with rising ambient temperature and relative humidity. Students who begin training in the late summer, experience exertional heat-related illnesses more often than students who begin training during the winter and spring. Traditional classification of heat illness defines three categories: heat cramps, heat exhaustion,

and heat stroke. Heat illness is more likely in hot, humid weather, but can occur in the absence of hot humid conditions.

### Heat Rash

*Heat rash occurs when sweat ducts become clogged and the sweat cannot get to the surface of the skin. Instead, it becomes trapped beneath the skin's surface causing a mild inflammation or rash.*

#### Signs and Symptoms:

- Looks like a red cluster of pimples or small blisters
- Most likely to occur on the neck and upper chest, in the groin, under the breasts, and elbow creases.

### Heat Cramps

Heat cramps usually affect people who sweat a lot during strenuous activity. This sweating depletes the salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps can also be a symptom of heat exhaustion.

#### Signs and Symptoms:

- Painful spasms usually in the muscles of legs and abdomen, usually accompanied by heavy sweating.

**First aid:** Firm pressure on cramping muscles or gentle massage to relieve spasms. Give sips of water. If nausea occurs, discontinue water.

### Heat Exhaustion

Heat exhaustion is the body's response to an excessive loss of water and salt, usually through excessive sweating. Individuals most prone to heat exhaustion are those that are elderly, have high blood pressure, and those working in a hot environment. Symptoms range in severity from mild heat cramps to heat exhaustion to potentially life-threatening heatstroke. Heat exhaustion can begin suddenly, usually after working or playing in the heat, perspiring heavily or being dehydrated.

#### Signs and Symptoms:

- Muscle cramps
- Nausea/vomiting
- Headache
- Dizziness
- Fatigue
- Blurred vision
- Heavy sweating usually with cool and clammy skin

**First aid:** Untreated heat exhaustion can lead to heat stroke which is a life-threatening condition. If you suspect heat exhaustion, take these steps immediately.

- Move the person out of the heat and into a shady or air-conditioned place.
- Lay the person down and elevate the legs and feet slightly.
- Remove tight or heavy clothing.

- Have the person sip cool water or other nonalcoholic beverage without caffeine if they are not vomiting and they are fully conscious
- Cool the person by spraying or sponging with cool water and fanning.
- Monitor the person carefully.
- Call 911 if the person's condition deteriorates, especially if he or she experiences: fainting, confusion, seizures, uncontrolled vomiting or a fever of 104° F (40° C) or greater

### Heat Stroke

Heat Stroke is the most serious form of heat illness and is considered a medical emergency. The body becomes unable to control its temperature. Heat stroke may occur, but not always, as a progression from milder heat-related illnesses such as heat cramps, heat syncope, and heat exhaustion. Heat stroke can kill or cause damage to the brain or other internal organs.

#### Signs and Symptoms:

- High body temperature: A body temperature of 104° F (40° C) or higher
- Altered mental state or behavior: Confusion, agitation, slurred speech, irritability, or delirium,
- May lose consciousness
- Alteration in sweating: skin will feel hot and dry to the touch.
- Nausea and vomiting
- Hot Red Skin
- Rapid heart rate
- Headache

#### First Aid: CALL 911 IMMEDIATELY

- Move the person out of the heat and into a shady or air-conditioned place.
- Lay the person down and elevate the legs and feet slightly.
- Remove tight or heavy clothing.
- Try to rapidly cool the person (put in a cool tub of water or a cool shower, spray with a garden hose, sponge with cool water, fan while misting with cool water or place ice packs or cold, wet towels on the person's head, neck, armpits and groin)
- Do not give fluids

### Prevention of Heat Illness

#### Staying Cool on Warmer Days

- Warm up in the shade
- Increase the rest times between exercises
- Schedule water and cool down breaks in the shade if possible
  - Drinks (Water and sport drinks)
  - Wet towels kept in iced water
  - Ice bath after practice
  - Fans
- Wear light colored, moisture wicking, loose fitted clothing
  - The less the gear the better
- Avoid workouts during the hottest times of the day
- Progress exercise time and intensity slowly throughout a warmer week. Get the body slowly used to the heat



- Example: Start with an easy 30-minute workout and each day slowly increase the length of the workout and intensity
- Wear sunscreen
- Avoid hot and heavy meals before working out, they add heat to your body

## Hydration

**Drinking enough fluids is one of the most important things you can do to prevent heat illness**

- Drink 20 oz of water 2-3 hours before you workout
- Drink 8 oz of water for every 15 minutes of exercise
- Drink sport drinks when possible
- Have adequate nutrition
  - Eating a balanced diet to fuel the body that contains proportions of carbohydrates, fats, and proteins
- Monitor weight loss
- Stay away from sugary and alcoholic drinks
  - These can cause you to become dehydrated more quickly
- Monitor the color of your pee (see chart below)

### URINE COLOR



## Provision of Water

When environmental risk factors for heat illness are present, students should have access to potable water provided in sufficient quantity at the beginning of the activity to provide one quart per student per hour for drinking for the entire activity. Students may begin the activity with smaller quantities of water if effective procedures for replenishment of water during the activity have been implemented. The water shall be located as close as practical to the area where the students are engaged. Water should be sufficiently cool, pure, fresh, and free of charge. The nearest access to potable water should be as close as practicable. Usually this should mean that water should be reachable within a 2 1/2 minute walk, but in no case more than 1/4-mile or a five-minute walk away, whichever is shorter.

Coaches/instructors/presidents/safety officers should never limit the amount of fluid consumed by students and should encourage athletes to drink frequently. Students should inform their

coach/instructor/president/safety officer if water is inadequate. Students should be made to understand that thirst is not an effective indicator of a person's need for water.

### **Access to Shade**

Coaches/instructors/presidents/safety officers are responsible to ensure that students have access to a shaded area. Shaded areas should be large enough to accommodate the students engaged in the activity and allow students to sit in the shade without touching each other.

The nearest shaded area should be as close as practicable. Usually this should mean that shade should be reachable within a 2 1/2 minute walk, but in no case more than 1/4-mile or a five-minute walk away, whichever is shorter.

Canopies, umbrellas or other temporary structures may be used to provide shade, provided they block direct sunlight. Trees and dense vines can provide shade if the canopy of the trees is sufficiently dense to provide substantially complete blockage of direct sunlight. Areas shaded by artificial or mechanical means, such as by a pop-up canopy as opposed to a tree, should provide means for students to avoid contact with bare soil.

The interior of a vehicle may be used to provide shade if the vehicle is air-conditioned and the air conditioner is operating.

If the National Weather Service, as of 5 p.m. the previous day, forecasts the temperature to be over 80 degrees Fahrenheit, shade structures should be available at the beginning of the activity and present throughout the day. Regardless of predicted temperatures, coaches/instructors/presidents/safety officers should always have the capability to provide shade promptly if a student requests it. If the temperature exceeds 80°F, shade should actually be present regardless of the previous day's predicted temperature high.

Students should inform their coach/instructor/president/safety officer if shade is inadequate.

### **Acclimatization**

Students may become acclimatized to higher temperatures. Heat acclimatization requires a gradual increase of daily heat exposure for seven to fourteen days. Gradually increase the length of exposure each day until an appropriate schedule adapted to the required activity level for the environment is achieved. This will allow the athlete to acclimate to conditions of heat while reducing the risk of heat illness.

It should be noted that students new to the activity are among those most at risk of suffering the consequences of inadequate acclimatization. Coaches/instructors/presidents/safety officers with new students should be extra-vigilant in monitoring those individuals during the 14-day acclimatization period, and respond immediately to signs and symptoms of possible heat illness.

### **Preventative Cool-down Rest Periods**

The purpose of the recovery period is prevention of heat illness. The coach/instructor/president/safety officer is required to provide access to shade for students who believe they need a preventive recovery period from the effects of heat and for any who exhibit indications of heat illness.

Access to shade should be allowed at all times, and students should be allowed and encouraged cool-down rest in the shade when they feel they need to protect themselves from overheating. Students who need a recovery period shall be monitored for symptoms and allowed to recover for no less than 5 minutes before being instructed to return to the activity.

The preventive recovery period is not a substitute for medical treatment. If a student exhibits signs or reports, symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the coach/instructor/president/safety officer shall provide appropriate first aid or emergency response.

### **Monitoring Current Weather Conditions - Heat Index**

- The heat index is a measure of how hot it really feels when relative humidity is factored in with the actual air temperature
- Coaches and instructors are expected to check current weather conditions as well as forecasted conditions for the current day regarding temperatures and relative humidity.
  - If a club does not have a coach or instructor, the club's safety officers and president are responsible for this.
- If the heat index (shown below) is in the yellow, practice should not exceed 2 hours and there should be mandatory water breaks every 20 minutes
- If the heat index (shown below) is in the orange or red students shall not participate in outdoor activities.
- In order to utilize the heat index utilize [www.weather.gov/](http://www.weather.gov/) or download the weather app
  - **Link to [HEAT INDEX CALCULATOR](https://www.wpc.ncep.noaa.gov/html/heatindex.shtml)**  
(<https://www.wpc.ncep.noaa.gov/html/heatindex.shtml>)



Any student exhibiting any of the above-mentioned symptoms requires immediate attention. Students exhibiting symptoms of severe heat illness should be attended to by emergency services by calling 911 or (916) 278-6000 if on campus. No student with symptoms of possible serious heat illness should be left unattended or sent home without medical assessment and authorization. Additionally, students should report signs and symptoms of heat illness in themselves or other students by notifying Bailey Espiritu at 530-545-3936.

Coaches/instructors/presidents/safety officers should be able to provide clear and precise directions to the activity site and should carry cell phones or other means of communication to ensure that emergency services can be called.

## AIR QUALITY

**Definition:** The Air Quality Index (AQI) is an index for reporting daily air quality. The AQI focuses on potential health effects experienced from exposure to breathing polluted air. AQI accounts for five major air pollutants: ground-level ozone, particle pollution (also known as particulate matter, including PM2.5 and PM10), carbon monoxide, sulfur dioxide, and nitrogen dioxide. The AQI air pollution ranges from 0 to 500. The higher the AQI value, the greater the level of air pollution, and the greater the health concern. For example, an AQI value of 50 represents good air quality with little potential to affect public health, while an AQI value over 200 represents very unhealthy air quality.

### Air Quality Monitoring

All club members are responsible for monitoring air quality/projected air quality and proceeding according to the information outlined below.

1. Monitor using these links
  - a. [www.purpleair.com](http://www.purpleair.com) (we have purple air sensors on campus)
  - b. [www.sparetheair.com](http://www.sparetheair.com)
  - c. [www.airnow.gov](http://www.airnow.gov)
  - d. [www.noaa.gov](http://www.noaa.gov)
  - e. [www.weather.com](http://www.weather.com)
2. The following table will be used to determine activity restrictions
  - a. level of 151 (or higher), all outdoor activities must be moved indoors, postponed or cancelled
  - b. Please ensure you are routinely checking the AQI before outdoor participation so that way you can be proactive and proceed accordingly

Air Quality Index (AQI)	Color	Description	Practice/Competition Restrictions
<b>0-50</b>	Green	Good	Air quality is satisfactory and air pollution poses little or no risk.
<b>51-100</b>	Yellow	Moderate	Student-athletes with unusual severe respiratory illnesses shall not participate in outside activity.
<b>101-150</b>	Orange	Unhealthy for sensitive groups	Those student-athletes with respiratory illnesses shall reduce prolonged or heavy outdoor exertion. All other

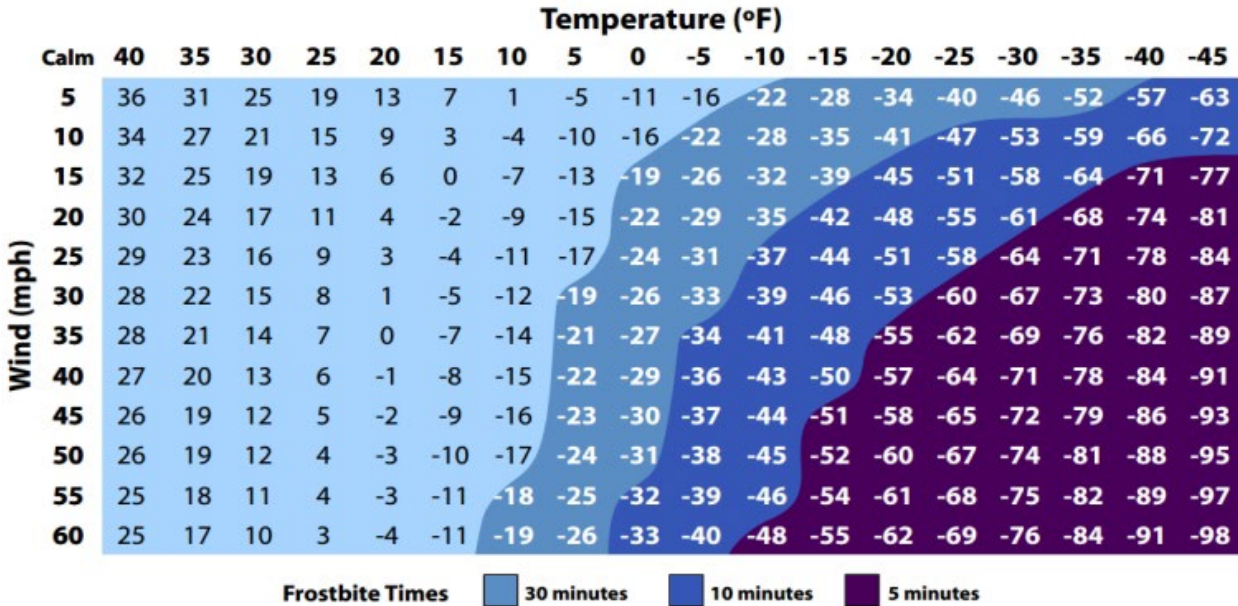
Air Quality Index (AQI)	Color	Description	Practice/Competition Restrictions
			student-athletes shall monitor themselves closely for distress.
150-200	Red	Unhealthy	ALL student-athletes shall not participate in outside activities
201-300	Purple	Very Unhealthy	ALL student-athletes shall not participate in outside activities
>300	Maroon	Hazardous	ALL student-athletes shall not participate in outside activities

**COLD**

**Definition:** The Windchill Temperature Index is a “measure of the combined cooling effect of wind and temperature.” When the wind picks up speed, it draws more heat away, so if your skin is exposed to the wind, your body will cool more quickly than it would have on a still day. If you combine freezing temperatures with a frigid wind, the danger of frostbite and hypothermia increases.

**Wind Chill Temperature Chart**

- The Windchill Temperature index gives the perceived temperature equivalent for the combination of cold air and wind. It shows air temperature in degrees Fahrenheit and wind speed in miles per hour.
- The chart also includes a frostbite indicator, showing the points where temperature, wind speed and exposure time will produce frostbite on humans. Each of the three shaded area shows how long a person can be exposed before frostbite develops.
- If frostbite times get to 30 minutes or less outdoor activity must be cancelled or moved indoors



$$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

Where, T= Air Temperature (°F) V= Wind Speed (mph)

## Dangers of Windchill

- Frostbite
  - Frostbite is body tissue that has frozen and usually starts with the fingers, toes, tips of the nose, and ear lobes. You may lose feeling in these area or they are turning pale or white
    - Get inside
    - Warm gradually with body heat, do not rub
    - Immerse affected area in warm water
    - Apply sterile dressing to blisters
    - Do not thaw if risk of re-freezing
    - Get medical attention
- Hypothermia
  - When your body's temperature drops too low, hypothermia sets in. Uncontrollable shivering, disorientation, and incoherence are signs of this issue.
    - Move into warm shelter if possible
    - Remove wet clothing and wrap into warm clothing
    - Apply direct body heat
    - Re warm neck, chest, abdomen, and groin
    - Give warm sweet drinks if conscious
    - Monitor breathing
    - Get Medical Attention

## Prevention

- Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming.
  - Clothing should allow for sweat evaporation, insulation, and wind and water resistance
    - Cover exposed flesh (especially face and hands)
    - Mittens are more useful than gloves
    - Wear a hat
  - Have alternate plans in place for deteriorating conditions and activities that must be adjusted or cancelled.
  - Consider modifying activity to limit exposure or to allow more frequent chances to rewarm.

## Resources

<https://www.nata.org/practice-patient-care/health-issues/heat-illness>  
<https://www.nata.org/sites/default/files/EnvironmentalColdInjuries.pdf>

Sacramento State Athletics- Environmental Conditions Policy. (2020)  
CSU Student Activities Heat Illness Prevention Reference Guide

## Concussion Management

Sport club and Tier 1/High-Risk 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. The CSU online concussion management training is valid for the academic year and must be renewed each

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

### **Concussion Management Policy**

#### **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 applied to the skull, resulting in rapid acceleration and deceleration of the brain.

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

*\* Any athlete with a suspected concussion must 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 suspected of concussion can return to sports participation without physician clearance from Student Health, Counseling, & Wellness Services (SHCWS) and the SHCWS Certified Athletic Trainer (ATC) at Sacramento State.*



## 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. If a Sacramento State sport or recreation Club athlete sustains an injury that results in any signs, symptoms, or behaviors of a concussion, the athlete will be removed from practice or competition until further evaluation by a Student Health, and Counseling, & Wellness Services (SHCWS) medical provider and/or SHCWS Certified Athletic Trainer (ATC).
2. On site evaluation of an injured athlete will be assessed and managed by the following order: ATC (if on site), safety officer (SO), president, and/or coach/instructor. Initial assessment will determine if sideline treatment or transport to the local emergency department is appropriate. If sideline treatment is deemed appropriate, then assessment will resume off the field or site in which the event is taking place.
3. For sport club athletes that have completed a baseline concussion test, the club's SO or president will facilitate a post-injury test through Sway Medical on the sidelines. In addition to a sideline Sway medical post injury test, the Certified Athletic Trainer (if present) will also conduct a SCAT-6 assessment.
4. **Procedure for reporting a suspected concussion:**
  - The coach/instructor, president, and SO will first notify the Sport Clubs Reporting Team (SCRT)<sup>1</sup> or Combat U Reporting Team (CRT)<sup>2</sup> and the SHCWS ATC within 12 hours via email that a suspected concussion has occurred and include the athletes name for follow up purposes.
  - The SO or president will complete an online injury report detailing the injury and immediate management within 24 hours.
  - The injured athlete must follow up with SHCWS to be seen as soon as possible for further assessment and management by a medical provider and/or the SHCWS ATC. The medical provider and ATC will work in conjunction with one another to provide appropriate care for the athlete.
  - **Diagnosis: No Concussion.** Verification that the student can resume full, unrestricted practice and game activity will be included in an email to the SCRT or CRT, coach/instructor, president and SO.
  - **Diagnosis: Concussion.** Athletes must follow up with the SHCWS ATC to begin management protocol until completion of the Graduated Return to Play Protocol (GRPP) outlined below. Upon completion of Stage 4 of the RTP protocol, ATC will facilitate an appointment with a SHCWS medical provider for clearance to progress to Stage 5 (unrestricted practice). An email will be sent to SCRT or CRT, coach/instructor, president and SO that the athlete is cleared for unrestricted practice, but no game participation yet. After completion of a full contact practice with no return of symptoms the ATC will send out an additional email to the SCRT or CRT,

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<sup>1</sup> Sport Clubs Reporting Team (SCRT): Sport Clubs Professional Staff

<sup>2</sup> Combat U Reporting Team (CRT): Combat U Director of Operations

coach/instructor, SO and president that the athlete is cleared for full, unrestricted practice and game participation.

**Details: Return to Learn Protocol (RTL)**

The Return to Learn process is a gradual approach to returning the athlete back into classroom activities. The Return to Learn process encompasses step 1 of the “Return to Play” progression.

1. Once the student is diagnosed with a concussion, the treating physician will assist in outlining restrictions and/or modifications needed for the athlete academically. The ATC will help facilitate communication with the athlete's professors, with the consent and help of the athlete to access their professors’ contacts.
2. There is no specific time frame for the RTL protocol. It depends mainly on how the athlete and their symptoms respond to an increase in academic load.
3. Once the student has completed the RTL protocol, they can 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 (i.e.; P.E., labs)	Slow increase in cognitive stress/increase in confidence with no symptoms
5. Full academic program (full time attendance of classes, testing resumes)	Full return	Full return with no symptoms

**Details: Return to Play Protocol (RTP)**

The participant must be symptom free for at least 24 hours before starting Stage 2 of the RTP protocol. 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 SHCWS ATC 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% MPRH. No resistance training	Increase HR
3. Sport-specific exercise	Skating drills in hockey, running drills in soccer. No head impact activities	Add Movement
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	

**References**

[Article from the Journal of Athletic Training - National Athletic Trainers’ Association Position Statement: Management of Sport Concussion](#)  
 (https://www.nata.org/sites/default/files/Concussion\_Management\_Position\_Statement.pdf)  
[Sacramento State Athletics’ Concussion Management Guidelines](#)  
 (http://www.hornetsports.com/information/sportsmedicine/Concussionupdatejuly2015.pdf)  
[Sway Medical Website](#) (https://swaymedical.com/)  
[Southeast Athletic Trainers’ Association Website](#) (https://www.seata.org/concussions)

**Baseline Concussion Testing**

All sport club athletes are required to complete baseline concussion testing through Sway Medical in order to become an approved sport club member. An athlete’s membership application will not be approved until they have a baseline on file with Student Health & Counseling Services. Athletes are permitted to participate in non-contact tryouts and non-contact practices during the club’s “tryout period” and prior to attending a baseline testing session, but they will not be cleared for membership or official practices, travel, competitions, etc. until they have attended a baseline testing session and their test results are on file. Additionally, all sport clubs will have a minimum of three safety coaches who will take a safety coach training with the Certified Athletic Trainer on how to utilize Sway Medical. The role of the safety coach will involve facilitating post injury tests with a cell phone at competition

sites/practice sites when the Certified Athletic Trainer from Student Health & Counseling Services is not present. Results from these tests will then be sent directly to the Certified Athletic Trainer with Student Health & Counseling Services for further assessment and review. Each club's president and two safety officers will assume the role of safety coach.

## **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 Clubs 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.

If an athlete is transported to the hospital due to an injury/incident at a sport club practice or competition, Sport Clubs professional staff must be notified immediately.

[View the Sport Clubs Emergency Action Plan here.](https://www.csus.edu/student-life/studentorganizations/sports-recreation/_internal/_documents/eap.pdf) (https://www.csus.edu/student-life/studentorganizations/sports-recreation/\_internal/\_documents/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 4 weeks prior to departure.
- B. Only approved members and coaches listed on the approved Travel Application are permitted to travel with the club. All approved members/coaches must travel in the vehicles they are assigned to on the travel application.
- 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 time frame.
- 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 needs 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. 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 or Activity Packet 21 days prior to the trip.
  - a) For trips involving third party travel, travel officers must meet with Sport Clubs professional staff before any third party travel reservations are booked and submit the Travel Application 21 days prior to the trip. (Travel Applications Only)
2. Submit necessary edits/updates
3. Pick up Trip Kit, and for Travel Applications review trip details and Trip Kit contents with Sport Clubs professional staff or their representatives.
  - a) 12-Point Vehicle Checklist
  - b) Safe Driving Tips
  - c) Alcohol Policy Specific to Sport Clubs
  - d) Reporting an Incident or Accident
  - e) Emergency Phone Tree
  - f) Concussion Management Policy
  - g) Injury Report Form
  - h) 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 CSU Learn
- 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. 1 of 2 Sport Club Driving Policies
- 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. Travel Applications are required for all overnight trips.

The Trip Leader is required to submit an Activity Packet to the Sport Clubs professional staff or their representatives for approval 21 days prior to the Activity and pick up their trip kit at the SO&L Office prior to the trip

### **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 clubs must identify a trip leader. The Trip Leader is responsible for implementing trip safety procedures and "Non-University Approved Travel to University Activity Policies" during the

trip. The Trip Leader must be a student member of the sport club and accompany the group on the trip.

- D. In the event of inclement weather or other significant disturbance, the Trip Leader should contact the Sport Clubs Advisor or their representatives to determine if the trip needs to be modified or canceled.
- E. 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.
- F. 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

### 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. [Click here to view the Sport Clubs Style Guide](https://www.csus.edu/student-life/student-organizations/sports-recreation/_internal/_documents/sport-clubs-style-guide.pdf) (https://www.csus.edu/student-life/student-organizations/sports-recreation/\_internal/\_documents/sport-clubs-style-guide.pdf)

### **Online Stores**

Sport Clubs can set up online team stores for students, families and fans to purchase club gear and apparel. Reference the [Online Store Information document](https://www.csus.edu/student-life/student-organizations/sports-recreation/_internal/_documents/online-store-information.pdf) (https://www.csus.edu/student-life/student-organizations/sports-recreation/\_internal/\_documents/online-store-information.pdf)

## **Funding**

### **Sport Club Allocation**

Sport clubs have the opportunity (if 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, travel reimbursement, 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 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 and 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 can 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 Clubs Point System**

Clubs will be awarded funding for the following year based on point earnings from the previous year. The details of this "Point System" will be determined and managed by the Sport Club Council Executive Board.

## 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.

## DOC Funding

DOC funding is a reimbursement grant from ASI. All clubs and organizations recognized by Student Organizations and Leadership are eligible to earn 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 by all clubs, including sport and recreation clubs. More information on DOC Funding can be found on the [ASI website](https://asi.csus.edu/doc-grants) (<https://asi.csus.edu/doc-grants>).

## 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. The National Championship Fund is a reimbursement grant and may be used for things such as airline tickets, vehicle rental, gas, etc. More information on the National Championship Fund can be found on the [ASI website under "ASI Travel Funds"](https://asi.csus.edu/doc-grants) (<https://asi.csus.edu/doc-grants>)

## 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. National Travel Fund covers things such as airline tickets, vehicle rentals, and gas. More information on the National Travel Fund can be found on the [ASI website under "ASI Travel Funds"](https://asi.csus.edu/doc-grants) (<https://asi.csus.edu/doc-grants>)

## ASI Check Request

[Check request forms](https://form.jotform.com/212876627231054) (<https://form.jotform.com/212876627231054>) must be filled out and turned in by a club's authorized signers only. Clubs will fill out the check request form and upload original copies of receipts, invoices and other forms of documentation. For more information on check requests and other forms, please contact the ASI Business Office at [asiaccounting@csus.edu](mailto:asiaccounting@csus.edu) or visit the [ASI Website](https://asi.csus.edu/post/jotform-and-check-request-how-and-faqs) (<https://asi.csus.edu/post/jotform-and-check-request-how-and-faqs>).

## 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, tobacco, 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 Clubs 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, club tables, 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), volleyball storage closet (Women's and Men's Volleyball), 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 each 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 Clubs Budget. These items will be issued to club members at the beginning of the academic school year in the Fall by the Sport Clubs office. All club members fill out a Uniform and Gear Contract. Sport club members who fail to return all items they

have checked out by the deadlines outlined on the contract will receive a hold on their account until the uniforms and/or gear has been returned. Members are financially responsible for replacing any lost or damaged uniforms/gear checked out in their name.

By the end of the Spring semester, clubs are required to have inventoried all uniforms, gear, and equipment with the Sport Clubs 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.

## **Combat U**

For Combat U specific policies please contact Combat U staff at [combatu@csus.edu](mailto:combatu@csus.edu).