

REC CLUBS HANDBOOK

UPDATED: TUESDAY, NOVEMBER 16, 2010

WELCOME REC CLUB LEADERS

Clubs organized through the Rec Clubs Program represent more than just their immediate group of members. As an official Portland State University organization, all actions taken by a Rec Club represents the Rec Clubs Program, the Department of Campus Recreation, Student Affairs, Portland State University, and the Rec Club's personal national governing body (if they have one). Please see the Rec Club's office staff if you have any concerns about your club. Rec Clubs Staff are here to help you avoid any problems and are more than willing to provide assistance.

Portland State Rec Clubs encompasses 30 different student led clubs. Students are given the chance to gain valuable skills while organizing other students around their favorite sports, games, and physical activities. Club leaders are supported by Campus Recreation Professional staff, the Rec Clubs Council, and peer employees. In this handbook, you will find all the details about the Rec Clubs program and the resources for clubs to succeed at PSU. This handbook has been prepared as a guide to assist student officers and coaches/coordinators in the administration of their clubs. All club officers are expected to become familiar with this handbook and to follow the specific procedures and guidelines as they pertain to clubs affiliated with Campus Recreation

MISSION STATEMENT

Portland State Rec Clubs is a student-led program representing different sports, games, and physical activities. Rec Clubs are organized by students and funded by student fees. We encourage participation by providing opportunities for recreation and intercollegiate competition between students of all skill-levels. Rec Clubs strive to embody all the values of Campus Recreation by being community oriented, safe, sustainable, diverse, accessible, and educational.

Rec Clubs Address:

236 Academic & Student Rec Center
1800 SW Sixth Ave., Portland, OR 97201

Website: www.recclubs.pdx.edu

Phone: 503-725-2938

Portland State University is an equal opportunity educator and employer.

This publication is available in alternative formats upon request. Please contact the Rec Clubs Coordinator, Rec Clubs Program at the Academic & Student Rec Center.

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DATES & DEADLINES 2010-11

Party in the Park, Park Blocks	Thursday, September 30, 2010, 11:00 am -3:00 pm
Coaches Meeting, ASRC 236	Tuesday, October 5, 2010, 6:30 pm-7:30 pm
Student Leader Connect, SMU Ballroom	Tuesday, October 12, 2010, 12:00 pm - 1:30 pm
Fall Club Leader Training, SMU 338	Tuesday, October 12, 2010, 4:00 pm - 8:00 pm
Safty Coordinator Training	Tuesday, October 19, 2010
Fall Roster/Waiver/Code Due	Friday, October 22, 2010, Due Online
Photo and Video Contest Submissions Due	Friday, December 10, 2010
End of Fall Term	Friday, December 10, 2010
Fall Term Report	Tuesday, December 14, 2010
Winter Club Leader Training, SMU 238	Tuesday, January 11, 2011, 4:00 pm - 8:00 pm
Party near the Park, SMU 2nd Floor	Thursday, January 13, 2011, 11:00 am- 3:00 pm
Coaches Meeting, ASRC 236	Tuesday, January 18, 2011, 6:30-7:30pm
Winter Roster/Waiver/Code Due	Friday, January 21, 2011
Student Leadership Conference	Friday, January 28, 2011
End of Winter Term	Friday, March 17, 2011
Winter Term Report	Tuesday, April 5, 2011
Spring Club Leader Training, SMU 338	Tuesday, April 05, 2011, 4:00 pm - 8:00 pm
RCC Budget Due	Friday, April 8, 2011
Spring Roster/Waiver/Code Due	Friday, April 22, 2011
RCC Officer Elections Vote Due	Friday, April 22, 2011
CREC End of Year Recognition Event	T.B.A.
Club Elections Due	Tuesday, May 31, 2011
Spring Term Report	Tuesday, June, 2011
End of Spring Term	Friday, June 10, 2011

PORTLAND STATE UNIVERSITY REC CLUBS CONTACTS

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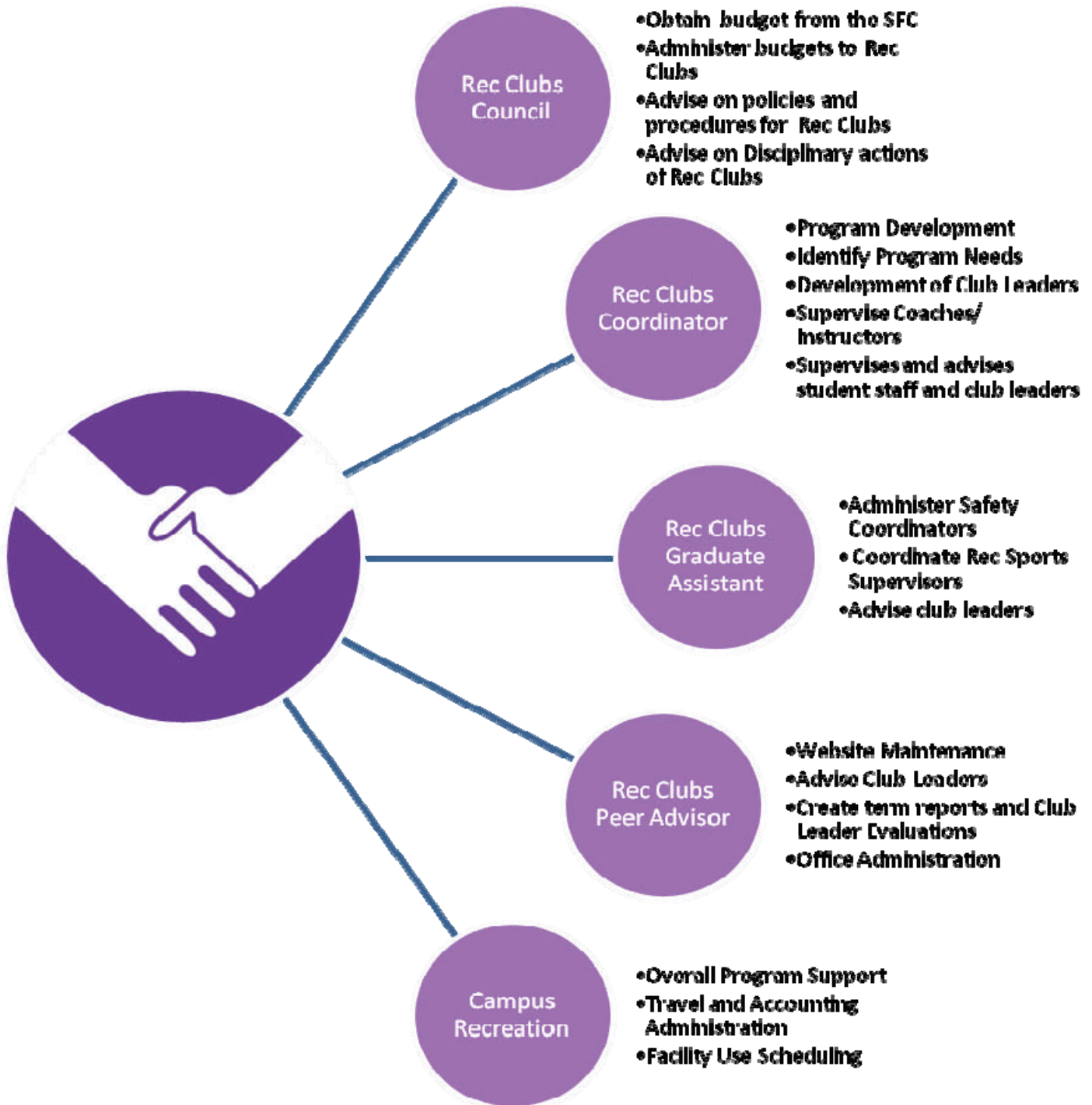
Campus Rec Office Coordinator

David Woodsum

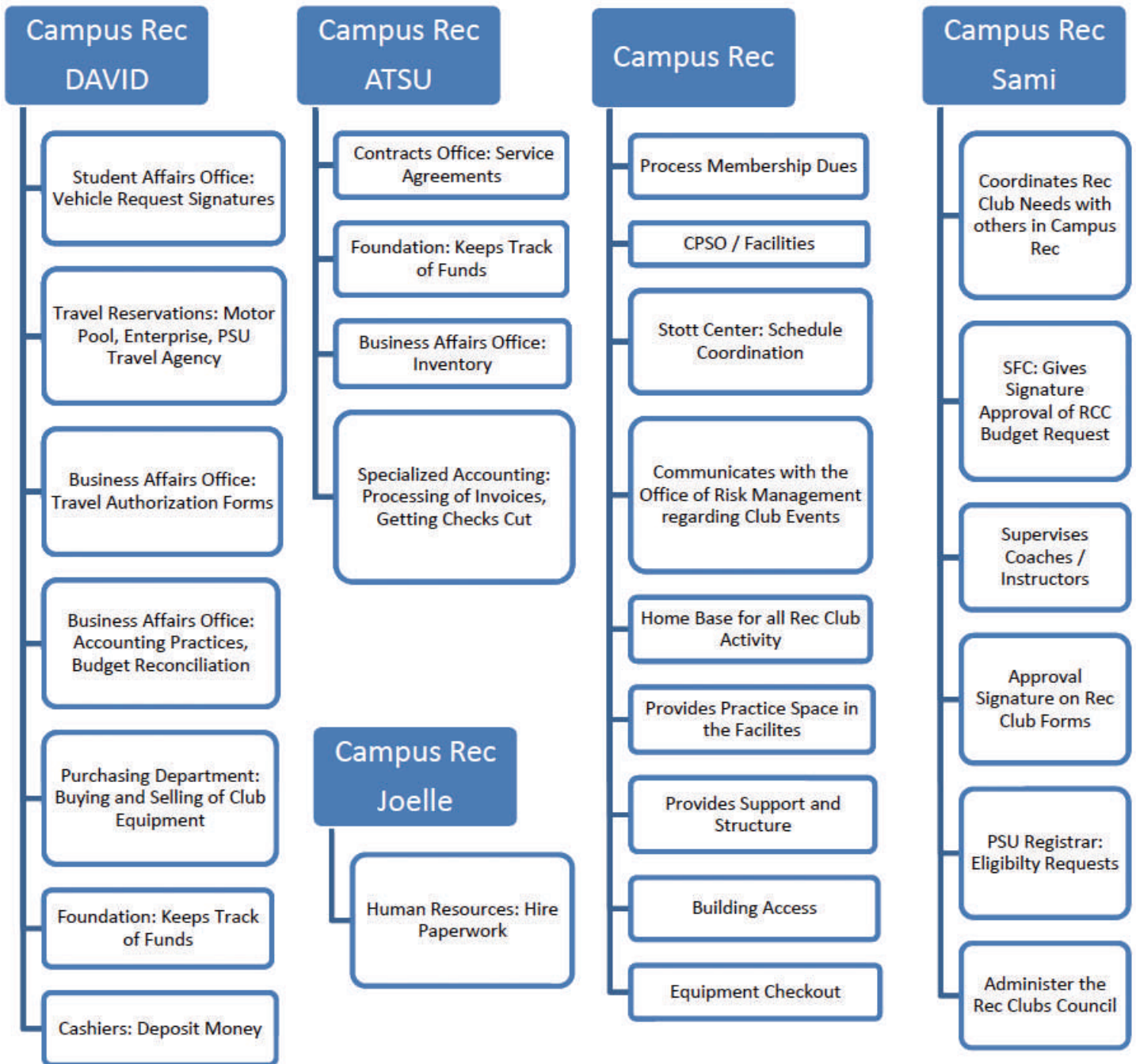
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REC CLUBS WITHIN PORTLAND STATE



REC CLUBS ORGANIZATION OVERVIEW



PORTLAND STATE REC CLUBS

- ◆ **Badminton**
- ◆ **Boardgames**
- ◆ **Crew**
- ◆ **Cycling**
- ◆ **Cricket**
- ◆ **Dancers**
- ◆ **Disc Golf**
- ◆ **Dragon Boat**
- ◆ **Fencing**
- ◆ **Ice Hockey**
- ◆ **Kickboxing**
- ◆ **Lacrosse,
Men's**
- ◆ **Medieval
Combat**
- ◆ **Running
Around
Portland**
- ◆ **Sailing**
- ◆ **Snowboard**
- ◆ **Soccer Men's**
- ◆ **Steps of
Rhythm**
- ◆ **Table Tennis**
- ◆ **Tae Kwon Do**
- ◆ **Tango**
- ◆ **Tennis**
- ◆ **Ultimate
Frisbee**
- ◆ **Volleyball**

RE-REGISTERING A CLUB

1. Have a meeting with 3 of the club leaders and Coordinator (you are responsible for scheduling this meeting with the Coordinator). Application will be reviewed at this meeting. Address any outstanding issues from the prior year..
2. The group's recognition will be awarded or denied by the Rec Club Coordinator.
3. Maintain good standing with the RCC (See Tier System)
4. Identify club Safety Coordinators.
5. Turn in club constitution, inventory, code of conducts, waivers, and rosters.
6. Turn in club leader transition sheets.
7. Join ORGSYNC

*This process is mandatory for all rec clubs each Spring Term and must be completed before the RCC budget allocations are released. Renewal is not automatic and clubs that were recognized in the past may be denied if they do not meet all of the criteria.

BECOMING A NEW REC CLUB

Rec Clubs accepts applications for new clubs in spring term. Below are the steps to register a new club.

1. Meet the requirements of the Student Organization Recognition Policy
2. Complete the online application
3. Have a meeting with 3 of the proposed club leaders and the Rec Club Coordinator (you are responsible for scheduling this meeting with the Rec Club Coordinator). Application will be reviewed at this meeting.
4. Make changes to your application and resubmit if necessary
5. Attend the required trainings
6. Submit a roster, constitution, and inventory.
7. The group's recognition will be awarded or denied from RCC and Rec Club Coordinator.
8. Maintain good standing with the RCC

ORGSYNC

Orgsync is an online tool that was implemented in Rec Clubs during Fall 2010. Club leaders use orgsync for the following tasks;

- Submitting certain forms (see below)
- Updating their schedule
- Registering safety coordinators
- Adding members and keeping track of rosters

All club leaders are required to be in the Rec Clubs Admin group. Club leaders will receive an invitation by email to join at the group at the start of the year. If a leader is not part of orgsync by the start of the year, they must get in contact with the rec club staff immediately.

Instructional videos for operating orgsync can be found under the “club leaders” section of the rec clubs website.

FORMS YOU CAN SUBMIT ON ORGSYNC

- Expenditure Request
- Contract Request
- Travel/Event Request
- Vehicle Request
- Vendor Request
- Constitution Request
- Vendor Request

LEADERSHIP

The only real training for leadership is leadership

-Anthony Jay

REC CLUBS COUNCIL

All Rec Clubs are members of the Rec Clubs Council (RCC). The RCC is governed by an executive council of five elected student leaders. The RCC serves as the funding body for all of the Rec Clubs, advises on Rec Clubs policies and procedures, and helps to handle Rec Clubs conduct issues.

The purpose of the RCC is to support learning in student based organizations and nurture student leadership opportunities. The RCC will represent and promote the Recreation Clubs as a whole to the greater campus community. The RCC also provides a venue through which students can create new recreation clubs and member clubs may grow their organizations.

All Clubs must follow the Constitution and Bylaws of the RCC. These documents explain requirements for clubs to maintain good standing and reorganization by Portland State. Duties include; registering to be a club each spring term, submitting term reports at the end of each term, voting in RCC elections, and attending mandatory trainings.

RESPONSIBILITIES OF REC CLUBS COUNCIL

- Provide guidance to clubs on relevant policies, issues and activities.
- Assist in the new club recognition process and the existing club annual renewal process.
- Express the collective viewpoint of clubs on relevant policies and procedures.
- Act as liaisons with outside entities, including the Student Fee committee, Campus Recreation, the Dean of Students, university administrators and other campus and community organizations.
- Act as the peer conduct advisory board for member club violations of relevant Campus Recreation and Recreation Club policies through the auspices of the Campus Recreation Conflict and Conduct Resolution Process.
- Promote adherence to the constitution of the RCC and its bylaws.
- Provide an annual recommendation to the Student Fee Committee during the budget allocation process and allocating funds to appropriate clubs based on the allocation given to the RCC. (See Submitting the Budget Section)
- Sponsor community service program and the photo/video contests for clubs.
- Manage the RCC equipment for clubs to check out.
- Help Rec Clubs manage individual club budgets

Elections for the Executive Council happen every spring term. Details on how to become part of the council are sent out on the mailing list and posted on the RCC webpage: <http://www.pdx.edu/recreation/rec-clubs-council>

RESPONSIBILITIES OF OFFICERS

PSU Rec Clubs are student led organizations; this means students are responsible for the day to day operations of the club. Because of the high work load, a club must have a minimum of three club officers to exist as part of the Rec Club program.

- Have a clearly defined, lawful purpose and mission statement;
- Keep up to date rosters. Each active student member and officer must be listed on the club roster and have an Assumption of Risk form and Code of Conduct on file in the Rec Clubs Office;
- Maintaining three active club officers during the year that meet the PSU GPA of a 2.0 each term and successfully pass 6 credits if an undergraduate or 5 credits if a graduate student;
- Making sure club coaches/instructors/ volunteers are signed up appropriately with the university;
- Make sure club funds are spent appropriately;
- Identifying the appropriate number of safety coordinators within the club;
- Maintain at least five active members of the organization;
- Be open to new membership and/or involvement;
- Have a clearly advertised way for interested students to contact the group and respond to requests for information in a timely manner;
- Maintain communication with the Rec Club Coordinator;
- Conduct affairs in a lawful and ethical manner and in accordance with the organization constitution and bylaws, as well as in accordance with University policies and procedures, city ordinances, state statutes, and Federal laws;
- Demonstrate compliance with Portland State's prohibition of discrimination on the basis of race, color, national origin, gender, sexual orientation, age, marital status, disability, disabled veteran and Vietnam-era veteran status except for those gender qualifications directly relevant to the organizational purpose;
- Fulfill all Rec Club requirements, including mandatory trainings and reporting;
This includes: Submitting term reports, attending required trainings, voting in RCC elections, conducting club elections and leadership transition spring term, re-registering each year, attending an End of the Year Meeting, submitting an updated roster each term, submit updated inventory each term, fulfilling Safety Coordinator requirements.

The following steps only apply if your club receives funding from the Rec Clubs Council

- Prepare, submit, and present a budget each school year (see managing money for more details)
- Ensure budget allocations are properly spent and revenue expectations are met.
- Track your club's budget to ensure spending doesn't exceed the total allocation.

CLUB MEMBERSHIP

Membership is open to all current enrolled students at Portland State University. Certain clubs may have limits on participation and/or membership due to competitive team size, national governing body rules, resource restrictions, etc.

Current PSU Faculty and Staff may be eligible to become members of certain clubs depending on risk, categorization and/or standing of the club and will be determined by the club and the Rec Clubs Coordinator. PSU Faculty and Staff must be members of the Academic Student Recreation Center at PSU and pay non-student member dues of \$20 to the RCC. These members are not eligible to vote or hold leadership positions.

PSU Alumni who have a current membership with the alumni association are eligible to become members of certain clubs depending on risk, categorization and/or standing of the club and will be determined by the club and the Rec Clubs Coordinator. PSU Alum must be members of the Academic Student Recreation Center and pay non-student membership dues of \$20 to the RCC. These members are not eligible to vote or hold leadership positions.

General community members are NOT eligible to become members of any PSU Rec Club. Many clubs have opportunities for community participation during special events. These special events must be planned a minimum of a month in advance and have Rec Club Coordinator approval. Special events are defined as any activity outside of the clubs normal practice and league game or event schedule.

SUMMERTIME

Clubs are not allowed to have practice or events during the summer. The only exception to this rule is clubs with their main season in the summer such as dragonboat and cricket. Contact the rec clubs adviser by the start of spring term if you think your club will have their main season during summer.

AFFILIATION/ASSOCIATION

Some clubs may be part of a larger local, regional, or national association. Typically, these associations have rules limiting membership. Some leagues do not allow faculty, staff, alumni, and or graduate students to compete in intercollegiate competitions. Each club is responsible for knowing their association/leagues' rules and regulations. The club is also responsible for ensuring it meets those rules and regulations.

LEADERSHIP

“Leaders aren’t born, they are made. And they are made just like anything else, through hard work. And that’s the price we’ll have to pay to achieve that goal, or any goal.”

- Vince Lombardi

CODE OF CONDUCT

Each club member is required to fill out a Code of Conduct, liability and waiver online before participating in club activities. The code of conduct for 2010-2009 reads as follows.

The Code of Conduct Agreement serves as a guideline for how individuals are expected to behave when participating in Portland State University Rec Clubs sponsored or endorsed activities. All club members participating in an event sponsored or endorsed by Portland State University are representing their club and Portland State University at all times.

As a Rec Clubs participant in the Portland State University Rec Clubs program, I agree to abide by the following:

- I am a currently enrolled student, alumni, or faculty/staff at Portland State University.
- I accept that participation in Rec Clubs is an opportunity and a privilege, not a right. I will ALWAYS adhere to the rules established by Rec Clubs, Campus Recreation and Portland State University.
- I understand that alcohol, drugs and illegal substances are not part of the Rec Clubs program. I will not engage in the use, possession, or distribution of alcohol, drugs, or illegal substances while traveling, competing, socializing and/or using facilities including lodging spaces.
- I am a dedicated contributing member of my club. I understand my level of dedication has an effect on the overall success/status of the club.
- I will not participate in any hazing or initiations while participating in the Rec Clubs Program. I understand that compromising an individual will not be tolerated. If I have any question about hazing and initiations I will contact the Rec Clubs Coordinator.
- I understand my financial responsibility to my club and will pay club dues on time. I am aware that failure to return club property and fulfill my financial responsibility can result in my club falling into bad standing with the RCC (Rec Clubs Council).
- If I become an official Rec Clubs driver I will adhere to all travel policies. This includes drivers training.
- When I participate in an event or club activity, I accept the responsibility of representing Portland State University in a way that will not detract from the reputation of the institution or violate behavior of any sort which would reflect negatively on the image of the Portland State University, Campus Recreation, and/or the image of my club.
- I understand the Rec Clubs Athletic Trainers are here for my safety and I will follow their directions. If a Rec Clubs Athletic Trainer determines I am unable to participate because of my medical history, or an injury, I will respect that decision.
- I will respect all Rec Sports Supervisors, competition officials, spectators, Portland State employees, opposing team members and their administration.
- As a Rec Club participant I understand the roles of my Rec Club Officers and Safety Coordinators. If I do not understand their roles, I will ask them for clarification on their responsibilities with my club.

REC CLUB TIER SYSTEM

Recreation Club Baseline Program Requirements	
Club Membership in Rec Club Program	<p>New Clubs must have 4 a registration meeting in the spring term</p> <p>Returning Clubs must have a transition meeting in winter term.</p> <p>Must have 5 PSU student members</p> <p>All club members must be on an official club roster with the following forms approved and on OrgSync: The Code of Conduct and the Liability Waiver.</p> <p>All clubs must have three leaders these three leaders must meet the following requirements:</p> <ul style="list-style-type: none"> . They are eligible if they are an undergraduate student taking and passed six credits and maintain a 2.0 GPA per term or a graduate student who is taking and passed five credits maintaining a 3.0 GPA per term. <p>Eligible student leaders must be in good standing with Portland State (2.0 cumulative PSU GPA for undergraduates and a 3.0 cumulative PSU GPA for graduates).</p> <p>A person who is staff or faculty at Portland State, not including student staff, as defined by Human Resources, is not eligible to be a student leader.</p> <p>All clubs must designate 2 Safety Coordinator.</p>
Activities	Must host a practice session or event once a month for three consecutive terms
Rec Club Trainings	A minimum of two student leaders must attend Fall and Winter Rec Club Trainings
Safety Coordinators A year long leadership commitment by a club member. This individual must complete the Safety Coordinator training and is responsible for the safety binder and filing club accident/incident reports.	(TWO) members from each club must attend the safety coordinators training.
Club Inventory	All Rec Clubs or an RCC officer must submit an updated club inventory list during an inventory meeting with Rec Club staff every fall term
Club Constitution	All Rec Clubs are required to update and turn in a club revised club constitution every Fall
Club Elections	Each Rec Club is required to hold club elections each year and must turn in an elections result form in spring term
Rec Clubs Council	<ol style="list-style-type: none"> 1. All Rec Clubs must vote in the Rec Club Council elections held in spring term. 2. All Rec Clubs must vote on RCC constitutional changes
End of the Year Meetings	All Rec Clubs must attend an End of the Year Meeting with out going coordinators present and at least 3 incoming coordinators present for the new academic year.
Martial Arts Rec Clubs	<ol style="list-style-type: none"> 1. All Martial Arts must have an approved instructor present for all practices. 2. All Martial Arts must have at least two safety coordinators register with the Rec Club Office. One Safety Coordinator must be present for all travel and practices.
Term Reports	All Rec Clubs are required to complete a Term Report that is due at the end of each Fall, Winter and Spring Term.
Coaches/ Instructors	All coaches and instructors (volunteer or paid) must be approved by the Rec Club office and have passed a background check.

REC CLUBS TIER SYSTEM

Rec Club Expanded Requirements	Tier 1 Rec Club (Rec./ Social focus)	Tier 2 Rec Club (Social with some Competition)	Tier 3 Rec Club (Competitive focus)
<p>Club Status</p> <p>Clubs are categorized based on frequency and complexity of activities, risk, and practice facilities. Funding is not part of the Rec Club Organizational system. A club's status is evaluated during a club's End of the Year meeting and adjusted if needed for the following year.</p>	<p>Dancer's Tango Water Polo</p>	<p>Badminton Ultimate Frisbee Disc Golf Fencing Steps of Rhythm Table Tennis Kickboxing Medieval Combat Tae Kwon Do Running Around Portland Volleyball Cricket</p>	<p>Crew Cycling Dragonboat Sailing Tennis Soccer Ice Hockey, Men's Lacrosse, Men's Snowboarding</p>
<p>Club Membership</p>	<p>Please see Rec Club program requirements. There are no additional responsibilities for Tier 1 clubs.</p>	<p>10 PSU students members</p>	<p>1. 15 PSU students members 2. Must be affiliated with a national governing body</p>
<p>Activities</p>		<p>1. Hold weekly practice sessions 2. Attend or host a minimum of 3 events outside of your normal practices. These events can be competitions, showcases or a combination of both.</p>	<p>1. Hold weekly practice sessions 2. Attend a minimum of 6 competitions during the academic year 3. Must travel at least three times during an academic year 4. Must host one of the following: an alumni event, a clinic, an open house, or a recruiting day event during the academic year</p>

REC CLUBS TIER SYSTEM

Rec Club Expanded Requirements	Tier 1 Rec Club (Rec./ Social focus)	Tier 2 Rec Club (Social with some Competition)	Tier 3 Rec Club (Competitive focus)
Operations and Logistics Coordinators (Event Management)	Please see Rec Club program requirements. There are no additional responsibilities for Tier 1 clubs.	Must identify to the Rec Club office a point person for organizing PSU hosted events (tournaments, clinics, special events)	Must identify to the Rec Club office a point person for organizing PSU hosted events (tournaments, clinics, special events)
Rec Club Trainings		Must attend Fall, Winter, and Spring Trainings	Must attend Fall, Winter, and Spring trainings
Safety Coordinators A year long leadership commitment by a club member. This individual must register as a Safety Coordinator via OrgSync and is responsible for knowing the material in the Safety Coordinator Handbook and filling out club Accident/Incident reports. Safety Coordinators depending on tier status are also responsible for obtaining first aid kits, CPR, and First Aid certifications.		<ol style="list-style-type: none"> 1. A minimum of TWO people must be identified as safety coordinators. 2. The same two people must be currently certified in CPR and First Aid. 3. One Safety Coordinator must be present for all practices Off Campus (this includes Stott Field) and all away trips. 4. Safety Coordinators are responsible for their club First Aid Kit and the material in the Safety Coordinator Handbook.. 	<ol style="list-style-type: none"> 1. A minimum of TWO people must be identified as safety coordinators. 2. The same two people must be currently certified in CPR and First Aid. 3. One Safety Coordinator must be present for all practices Off Campus (this includes Stott Field) and all away trips. 4. Safety Coordinators are responsible for their club First Aid Kit and the material in the Safety Coordinator Handbook..

COACHES AND VOLUNTEERS

Coaches and Instructors can provide valuable services to your club, including sharing of expertise in hosting events and tournaments, contacts in the sport or activity and the ability to teach important skills. These positions may be paid or unpaid, depending on the clubs resources and needs. Coaches/volunteers may be selected from the community or may be PSU students, staff or faculty. Certain clubs may be required to have a coach or volunteer, depending on club status within the Rec Club Tier System and the National Governing Body's regulations. Each club is responsible for finding and selecting its own coaches or instructors. (All clubs must ensure that coaches and instructors complete required paperwork and receive Coordinator approval **PRIOR** to their involvement with the club.)

All coaches/instructors must be signed up with the University this includes volunteers. All coaches/instructors must pass a background check through the department of Human Resources. All individuals must attend the coaches/instructors meeting. All positions are supervised by the Rec Club Coordinator. The hiring process takes two weeks for the background check to clear. If hiring a student as a coach they must meet the Campus Rec student employee requirements. If your club is interested in obtaining a coach or instructor please speak with the Rec Club Coordinator..

****All paid coaches/instructors must have Rec Clubs Coordinator approval and all necessary paperwork signed and on file in the Rec Clubs Office PRIOR to working with a club.****

Volunteer coaches

1. Complete job description. This must include the position title, the duration, responsibilities, and typical working hours
2. Complete the instructor/coach agreement and background check
3. Meet with the rec club coordinator.
4. The paperwork takes two weeks to process. If everything goes smoothly, the coach/instructor can start two weeks after they complete the first three steps.

Paid Coaches

1. Complete job description. This must include the position title, the duration, responsibilities, and typical working hours
2. Complete the instructor/coach agreement and background check
3. Meet with Rec Clubs Coordinator
4. Complete HR paperwork
5. Complete Contract
6. The paperwork takes two weeks to process. If everything goes smoothly, the coach/

REC CLUB EVENTS

Please keep in mind the following Rec Club requirements when planning/scheduling events with your national governing body, other colleges, and your own alumni.

- Alcohol consumption is not allowed during Rec Club events.
- Minors are not allowed to participate in Rec Club events in general and our Rec Clubs do not compete against minor age teams or programs (* If you would like minors to participate in a special event please ask the Rec Club Coordinator for policies and procedures)
- If you are charging for your event please keep in mind the following: Who will be taking the money, Who will be counting the money, Who will be filling out the event revenue form and depositing the funds into your club index account.
- If your event is happening on campus and you are charging admission you must use the PSU box office
- If you are paying people in your event make sure to do a personal services contract well in advance and tell the Rec Club Coordinator.
- Make sure you have your risk management plan covered, Will you have a safety coordinator present or will your event need an athletic trainer
- Facility reservations need to be confirmed.
- If your event is occurring in Smith Union, you may need to get a food waiver

KNOWING YOUR RIGHTS

The Rec Club Program has a Conflict and Conduct Resolution Process in which the majority of violations are handled within the program. Please keep in mind that if you violate a Rec Club policy or the PSU Student Code of Conduct and University rules the situation will be handled by the Dean of Students Office. If a club falls into Bad Standing the Rec Clubs Council can initiate the Conflict and Conduct Resolution Process.. For the entire process please see the RCC Bylaws Document.

Campus Recreation (CRec) is committed to the overall educational and personal development of students and views the unique experience of participation in Campus Recreation as contributing greatly to such development. The Conflict and Conduct Resolution process includes **Mediation**, **Arbitration**, and the **Process** (as described below) are three distinct and non-sequential procedures that may be utilized to facilitate this objective.

In general, each student should:

- Respect the basic rights of others.
- Respect University property and the personal property of others.
- Refrain from activities that interfere with the regular operations of the University.

CONFLICT AND CONDUCT RESOLUTION PROCESS

CRec reserves the right to review all alleged violations of CRec, SALP, the Student Conduct Code, Affirmative Action policies, SMSU policies, HR policies, as well as other University policies, and to initiate disciplinary action and impose sanctions when appropriate.

The Rec Clubs Coordinator, Director of Campus Recreation and the Dean of Students reserve the right to bypass CRec Conflict and Conduct Resolution process and review alleged violations as deemed necessary.

Process is as follows:

1. Incident occurs or complaint is received
2. Staff gathers documentary evidence (statements, reports, etc.) and may consult with faculty and/or other staff or Rec Clubs Council officers (RCC) to determine who needs to be involved in process.
3. Staff or officers determine whether to investigate individual and/or group responsibility for incident.
4. Fact-finding
5. Staff holds fact finding meeting to learn student/group side of the story
6. If student doesn't attend meeting, adviser may proceed to making determination of responsibility for charges.
7. Student/group has following two choices at the end of this meeting: a) accept responsibility for charges; or b) request a hearing. Additionally, staff can drop all charges at this point.
8. If student/group accepts responsibility, Adviser submits material to the Rec Clubs Council to review file and suggest appropriate sanctions to Rec Clubs Adviser. Upon agreement of appropriate sanctions by Coordinator and RCC, sanctions are applied.
9. If student/group requests a hearing, they can choose: a) a hearing of their peers (Rec Clubs Council; or hearing of peers from CRec Leadership team); or b) a hearing held by a CRec staff member.
10. Staff member schedules hearing.
11. During hearing process responsibility for accusations is determined. If responsible, hearings board or staff reviews file and applies appropriate sanctions.
12. A letter will be issued outlining hearing findings and sanctioning decisions. Below is a list of possible sanctions. Please see Bad Standing Chart for more details below.
13. Not in violation – Notice that the student or student group has not violated policy.
14. Not enough information – Notice that student or student group responsible for alleged violations was unable to be determined.
15. Appeals will be heard by the CRec Director.
16. Appeals of decisions made by the CRec Director will be heard by the Dean of Students whose decision is final.
17. Conflict and Conduct Resolution Process files will be maintained by the Rec Clubs Coordinator.

RCC BAD STANDING CHART

DEGREE	POSSIBLE INFRACTIONS	PUNISHMENTS
1	<ul style="list-style-type: none"> • Inadequate clean up after an event • Teams do not have three active officers • Club leaders do not maintain credit and GPA requirements • Clubs do not have at least five active members • Production of apparel not approved by Rec Clubs • Failure to submit ballot in a mandatory vote • Failure to submit leadership transition documents • All vans are not returned in clean condition and/or are damaged 	<ul style="list-style-type: none"> • Written reprimand • Special meeting with Director • Written essays • Loss of facility use
2	<ul style="list-style-type: none"> • Did not attend a mandatory meeting • Did not turn in team schedules • Hosting an unauthorized event • Failure to complete budget • Failure to submit code of conduct, liability, • Van damage is not reported • Team did not share practice schedule with Rec Clubs office • Did not complete travel form before traveling • Late cancellation right before an event • Failure to register or re-register a club • Failure to have a trained safety officer • Failure to have club elections • Failure to complete term report. • Failure to turn in roster, constitution, or inventory • Failure to submit inventory processing worksheet • Any fighting, harassment or other conduct during a club competition or activities that reflect poorly on the image and reputation of Rec. Clubs • Unauthorized use of fields, courts, or other university property • Playing with an ineligible player by league standards or not abiding league rules • Playing with an ineligible player by Rec. Clubs standards • Entering into a legal agreement without the Rec. Clubs Office advice and knowledge 	<ul style="list-style-type: none"> • Freeze on funding • Restricted travel • Suspension of practice • Forward disciplinary action to college Dean • Loss of University vehicles privilege • Loss of Facility Use privilege • Cancellation of team event • Probation • Meeting • Written essay • Other • Written reprimand • Fine from RCC

DEGREE	POSSIBLE INFRACTIONS	PUNISHMENTS
<p style="font-size: 48pt; text-align: center;">3</p>	<ul style="list-style-type: none"> • Failure to attend an away event and not inform the hosting team • Use of alcoholic beverages or illegal drugs or misuse of legal drugs during club activities or sanctioned travel • Failure to host minimum number of practices, events, or competitions • Allowing unauthorized people to participate in club • Any conduct during club activities that constitutes a violation of city, state or federal law • Trashing a hotel room • Unauthorized use of a vehicle. • Misbehavior on an away trip (police, drinking) • Team did not listen to ATC • Hazing • Misuse of Club funds • Obtaining an off campus bank account. • Driving a University vehicle without going through Rec Clubs driver training • Blatant disregard of Rec. Clubs administration directions • Repeat offenses 	<ul style="list-style-type: none"> • Suspending individual or team for the season • Removal or replacement of leadership • Probation • Regular mandatory meetings • Forward Disciplinary action to college Dean • Loss of funding • Loss of University vehicles • Loss of Facility Use • Cancellation of team event • Possible legal action • Withholding Grades • Club no longer apart of Rec Clubs Program • Fine from RCC

OTHER INFORMATION

- This is only a possible list of infractions. Any offense that is not on this list is still subject to evaluation by the Rec Clubs Coordinator and Council.
- This is not a complete list of punishments; punishments not on this list may be enforced depending on situation.
- In the case of repeat offenses, severity of infraction can be increased or decreased at the discretion of Rec Club Coordinator and council.
- Rec Clubs Coordinator and Council may- depending on the individual situation of the team or individual- reevaluate the infraction to either increase or decrease the severity.
- This policy also applies to coaches, faculty/staff members, and volunteers

REC CLUB RESOURCES

The relationship between Rec Club leaders and the Rec Clubs administration is a partnership. Certain things are expected from leaders and from Rec Staff. Below you will find a list of resources that Rec Club Staff are expected to provide for Rec Club leaders. You will also find a list of responsibilities Rec Club leaders are expected to perform to keep their club in good standing. Rec Club leaders must fulfill their responsibilities and let the Rec Club Staff know when they are not receiving the benefits entitled to them as a recognized student group.

REC CLUBS OFFICE

The Rec Clubs Office is located in ASRC 237 in the Student Rec Center. The office is typically open from 9 a.m. - 5 p.m. Monday – Friday. The office will close if no staff is present. All Clubs wishing to use the office after hours or on weekends for club business may request special arrangements by emailing the Rec Clubs Coordinator.

In the office you will find the Rec Club team ready to help you navigate the administration of running a club. This team includes the Rec Club Coordinator, G.A., and Peer Adviser. The GA and Peer Adviser have hours listed around the office and are generally available for drop in visits. It's best to schedule a meeting with the Rec Clubs Coordinator because of their busy schedule.

Club Resources Include:

- Access to an assigned Rec Club Staff for resources and support.
- Access to trainings, workshops, and conferences for student leaders.
- Establishment of a Portland State financial account and accounting services. Please see managing money for more information.
- Portland State information services such as email, mailing list, web hosting, and shared drives. Contact any of the office staff to set this up
- Access to reserving space on campus. This includes the Student Rec Center and Smith; See Club operations for more details.
- Access to PSU AV equipment including projectors, DVD players, and TVs. The AV services office is in the basement of SMSU. Go to <http://www.cavs.pdx.edu/avs/> for the check out form.
- Promotional resources- club leaders can access mailing lists, bulletin boards, and media outlets. See club operations for more details.
- Ability to access student fee money during the annual budget process. See managing money for more details.
- Use of Portland State University in the name of your Rec Club
- Club mailbox- Mailbox's are directly inside the office. Check regularly for announcements and mail.
- Paperwork- This is underneath the mailboxes. You can find all the forms you need to run your club here.
- Copier- Available to make copies for club flyers or forms. The main copier is located in the back room of the administrative suite. Enter copy code "424#" to access.
- Computers - Please only use these computers for club business, especially during crowded times. Staff computers behind the partition walls are not available for club leaders to use.

USE OF THE REC CLUBS OFFICE AND IT'S RESOURCES

- Art supplies- There are paper rolls in the back storage area. Pens are in the cabinet across from the microwave.
- Button Maker- The button is located in the back room above the cabinets. Clubs can use the button maker for free anytime the office is open.
- Meeting space- Your club can schedule the Rec Club office for club meetings, film viewing, and small events. Contact any of the Rec Club staff with your preferred day/time to schedule.
- RCC equipment- the RCC has tents, water coolers, and a variety of multimedia equipment. See the RCC checkout binder of a complete list.

BRANDING / MARKETING UNIFORM POLICY

Getting the word out about your club and events is one of the biggest challenges faced by clubs. A constantly updated list of promotional materials is available at <http://www.pdx.edu/recreation/promoting-marketing-your-club>. Below is a partial list of ideas

- Posting up fliers
- Using the bulletin boards in Smith
- Setting up a table in the park blocks
- Contacting media outlets such as the vanguard and KPSU.

CREC recognition: All clubs are required to use the campus rec logo and the Rec Clubs logo in all fliers or posters. The following rules are to be used for uniforms or other items

- 1) All clubs, at a minimum, are expected to put the words Portland State on any uniforms/icons/logos, etc
- 2) Clubs should use as close as reasonably possible Portland State approved colors for all uniforms and/or screen printing on uniforms. The Marketing director can help them get appropriate information. The palate ends up being pretty wide at the end of the day - Rec Clubs icons (minus the purple) are all PSU approved colors.
- 3) Clubs can use the official Viking Head logo - they can not manipulate it in any way, including changing the color, other than to scale it to put it on uniforms, ice, helmets, etc.
- 4) Clubs should use the interlocking PSU symbol when possible. There is some manipulation allowed, but Campus Rec would need to approve the manipulation before it is used as a logo, etc. so as not to run afoul of PSU marketing.

SPONSORSHIPS

Sometimes, businesses sponsor a club. This can take many different shapes, for example a business might supply discounts, merchandise, or even cash and a club might put their logo on their jerseys or put up a sign at their event. Because of the different ways sponsorships can happen the process is pretty general. Here are the general guidelines.

- All sponsorships need to be approved by the Rec Clubs Coordinator.
- Alcohol and Tobacco sponsorships are not allowed.
- Any cash must go to the club index account and not club leaders.

Sponsorship process

1. Solicit businesses for sponsorships. Tell businesses what you can offer them, but don't promise anything you can't deliver. For instance let them know about how many students you reach, but don't tell them you can sell their product in the rec center.
2. Once an tentative agreement is discussed, get it approved by the rec clubs coordinator
3. If there is a contract, it will take several months to complete.
4. Follow any directions from your adviser.

SCHEDULING SPACE

All clubs are required to submit club schedules at the beginning of every term. An estimation of all events needs to be listed on this schedule. The schedule is important for several reasons:

- It helps the Rec Clubs office promote your club
- It allows you to get reimbursed for event expenses
- It keeps you in good standing with the RCC

SCHEDULING IN THE ARSC (REC CENTER) & ON PETER STOTT FIELD

For Special events in the ASRC – Contact the Rec Clubs Coordinator as soon as possible and no later than 6 weeks before the event. Special events need to be planned at least six weeks in advance so that there is plenty of time to handle the logistics especially if the event involves minors. See the section on special events for more information.

All club members must show their ID to enter the Rec Center. Approved faculty, staff, and Alumni must be paying Rec Center members to attend practices at the Rec Center. Approved coaches will be on a special list to gain access. Make sure new coaches complete their required paperwork to be on the list.

Classrooms in the ASRC - Classrooms are available for Rec Clubs to reserve. Reservation requests are handled online at: <http://www.pdx.edu/cegs/form>.

SMITH MEMORIAL UNION

Clubs may choose to reserve meeting space in Smith Memorial Student Union or a table outside of Smith. Similar cancelation policies do apply. To request space, complete an online inquiry form <http://www.pdx.edu/cegs/form>.

OTHER SPACES ON CAMPUS

For almost all other spaces on campus – you must wait until 2 weeks after the term has started to request classroom space. For more information contact your Coordinator. The Native American Student and Community Center is another space available for special events – for more information go to - <http://www.nativecenter.pdx.edu/>

SCHEDULING SPACE

SCHEDULING SPACE OFF CAMPUS

Off campus events require approval from the Rec Clubs Coordinator. Schedule a meeting at least one month before your event. The process will vary depending on the space. Plan on completing the expenditure process for anything the club has to pay for. See spending money and special events for more information.

CANCELING RESERVED SPACE

Prior to the day of use email Sami Faile at faile@pdx.edu. If it is the day of use then go ahead and contact the Student Building Ambassador at 503-782-6338. Last minute cancelations will impact your ability to reserve space in the future.

NO SHOW POLICY

In order to insure the best usage of space within the ASRC Rec Clubs are requested to only ask for practices times they will utilize. A club has 15 minute window to show up. After the 15 minutes the group must have five members present to be able to continue practice.

If a club fails to show up for a designated practice time the following will take place:

- The RSS will attempt to call the club leaders and notify Peter and Jake
- The club is allowed two no shows. On the third they lose the time for the rest of the quarter.
-

The club must contact Peter, Jake, or Sami before 12:00pm that day for it not be considered a no show. The club must also have a good reason for not being able to have practice.

*******Not having a safety coordinator present at practice counts as a no show. Remember tier one clubs do not need a safety coordinator to practice.*******

FAILURE

“I can accept failure, everyone fails at something. But I can't accept not trying.”
- Michael Jordan

SPENDING MONEY

There are five main ways to make expenditures (spend money). They are; purchase orders, checks, direct deposit direct billing, and the Rec Club credit card. Spending money always takes a good deal of time, so start early with all orders. Each method of spending money is described below with step-by-step instructions.

ORGSYNC

Orgsync is an online system for submitting your requests to spend money. Please refer to the REC Clubs website for more information regarding creating an account, logging into Orgsync, and submitting your requests. The following forms are available to submit for spending money:

Expenditure Request – used for purchasing “physical goods”

Contract Request – used for purchasing “services” in which physical goods are not

BEFORE YOU START

Contracts and W9 forms can add an additional month to the expenditure process. Make sure you understand when and how you get contracts and W9's well before you start making a purchase.

W-8 AND W-9 FORMS

PSU needs a completed PSU Substitute W-9 form from any vendor they have not purchased from before. The only exception is when purchasing with a credit card. You will send the vendor a blank W9 form, they will fill it out and return by fax 503-725-3400 to Business Affairs. Vendors often take a long time to complete these forms so make sure they get it well in advance of payment.

A W-8 form is essentially the same thing but for foreign business. Use W-8s when buying from anyone in Canada or outside the US.

CONTRACTS

We use contracts also known as service agreements or rental agreements for performers at events, space rental, and equipment rental. Basically, any agreement that requires a signature needs a contract. Even websites that make the user click "I agree" require a contract to be completed. Contracts can take up to a month to complete and must be completed before payment.

The Contract request form can be found in the office and in the documents section of the Rec Clubs website. Domestic contracts take 20 business days and international contracts take 30 business days. Remember, the contract must be completed before payment, so make you leave enough time for all deadlines (contract needs 20 days + expenditure needs 20 days= contract should be turned in 40 business days before the purchase needs to be made).

IS THE VENDOR “NEW”?

1. Check Vendor List (this is a list provided at the beginning of the year to all club leaders)
2. Not on Vendor list, submit a “Vendor Request” via Orgsync requesting whether the vendor is in PSU's system.
3. If not in PSU's system, ask vendor to fax-in a PSU Modified form W-9 or W-8

PURCHASE ORDERS

Definition

- This form allows the company to send an invoice after the purchase and PSU sends the vendor a check. This is basically an IOU. The club gives the vendor the PO, The vendor gives the club the product, and PSU pays the vendor at a later date with an invoice.

When can you use this?

- PO's can be used for any purchase as long as the vendor accepts them. In general, PO's are used for large purchases, custom purchases. Certain vendors, such as Fred Meyers, prefer PO's over other payments.

What should you do?

- Verify with the vendor to see if they accept a Purchase Order.
- All requests must be made **14 business days** in advance.
- Fill out an expenditure request form and indicate how you will receive the purchase (mail, pick up, etc.)
- Make sure you include this information with the purchase order.
 - Item Numbers, Price, Product Detail and Vendor Name.
 - If you are paying to registrar an event, member names and Student ID's must be included.
 - Indicate the date you will need the purchase order.
 - Purchase orders are usually available the day the purchase will be made, but sometimes the university can complete the PO before then. Make sure to indicate if there is a deadline.
- Make sure to bring back the receipt and any other documentation the vendor gives you.

DIRECT DEPOSIT

Definition

- PSU will transfer money directly to a business bank account

When can you use this?

- Direct deposit can be used to pay any vendor that will accept it.

What should you do?

- Send the vendor the PSU substitute W9 form. A direct deposit application form is attached beneath it.
- Make sure the vendor fills out the form completely and faxes it back to the secure business affairs fax (503-725-3400)
- Complete an expenditure request at least **14 business days** in advance and turn it into your adviser.

CHECKS

Definition

- PSU can cut a check to pay for certain items.

When can you use this?

- Checks can be used to pay any vendor that will accept it. Usually checks are used for custom purchases and registrations.

What should you do?

- Fill out an expenditure request form and indicate check to be mailed or picked up at least **14 business days** in advance.
- Make sure to attach something that shows the purchase is legitimate such as an order form or screen shot from the website.
- Get purchased approved by Rec Club Coordinator

REC CLUBS CREDIT CARD

Definition

- Rec Clubs has a credit card that can be used with certain restrictions. Please note the W9/W8 is not necessary when purchasing with a credit card.

When should you use this?

- Operating Supplies, Materials for minor repairs, Registrations (Conference/Hotel), lodging, Dues/Memberships to organizations.
- This cannot be used for repairs, equipment rental, custom purchases (logo t-shirts), and services (labor, printing)

What should you do?

- Fill out an expenditure request form and indicate Credit Card at least **10 business days** in advance.
- If it is an online purchase, make sure to write exactly what to purchase (item number). Include directions on how to make the purchase or schedule a time with the Rec Staff to make the purchase with the card.
- If you are purchasing lodging, ask for a credit card authorization (also known as a 3rd party authorization form) from the hotel.
- Attach all documentation. (Receipt or any print out from an online purchase)
- Get approval from the Rec Clubs Coordinator
- The Business Coordinator will email the clubs that the payment was made.

DIRECT BILLING

Definition

- The university does regular business with some vendors and they can charge us directly. The charges will come out of the club index code without sending checks or credit cards.

When should you use this?

- Aramark, Clean Copy, Kinkos, Office Depot, PSU Bookstore, PSU Transportation and Parking

What should you do?

- Fill out an expenditure request form and indicate the direct billing vendor at least **3 business days** in advance.
- Receive next step instructions from the Rec Advisers.
- Bring back the expenditure request, receipt, and other documentation to the Coordinator of Business Operations.

COSTCO CARD

Definition

- The Costco card is a form of direct billing. The club leader will make purchases with the card and the funds will be taken directly from their index code.

When should you use this?

- Buying food or supplies at Costco

What should you do?

- Fill out an expenditure request form and indicate the costco card at least **10 business days** in advance.
- Schedule a time to pick up and drop off the costco card with the rec staff office
- Go to costco, purchase items, and save all documentation and receipts. Return card with receipts and any other documentation.

ATTACHMENTS (FOR PURCHASES)

Some purchases require additional attachments for the purchase to be completed.

Food

- If you are purchasing food for a meeting or event, an agenda, flier for an event, and a list of attendees must be provided.

Registering for an Event

- Attach a flier or email about the event. Also member names and student ID's for those attending must be provided.

FOLLOW UP ON ORDERS

It is recommended to check in on an expenditure request a few days after submitting it to make sure everything is complete. Once a purchase is made, the rec staff cannot track the shipping status but they will notify club leaders when a purchase has arrived in the office. Check in with the office if there has been a significant delay in receiving a purchase.

REIMBURSEMENTS

In extremely limited cases, clubs will reimburse members for items they purchased with their personal money. There are only two cases where reimbursements will happen.

- Emergencies- if a club is traveling and must purchase something in emergency, members can sometimes get reimbursed. Every effort should be made to contact the rec clubs office before the purchase.
- Items that cannot be purchased any other way. In rare instances, such as paying for baggage fees when flying, members will personally pay and be reimbursed. These purchases must be approved for reimbursements before they are made.

There is a reimbursement form that members must fill out to receive a reimbursement. Attach all receipts and documentation to the reimbursement form. The form must be completed no later than 20 business days after the purchase.

DEADLINES FOR SPENDING MONEY

*** Below Days are BUSINESS DAYS**

Expenditures

Purchase Order Request	14 days
Credit Card Use (hotel,airfare,registration)	10 days
Reimbursements	30 days
Direct Billing	3 days
Costco	10 days

***Invoice/Bill** must be signed before order is made.*

Other

Food Waivers	10 days
On Campus Food Request	7 days
Smith Room Requests	Up to 18 mMonths in Advance
Rec Center Room Requests	Contact the Rec Coordinator

Contracts

Domestic Contracts	20 days
International Contracts	30 days

ACHIEVEMENT

“If my mind can conceive it, and my heart can believe it, I know I can achieve it.”

- Jesse Jackson

MAKING MONEY

Membership Dues, merchandise sales, donations, and ticket sales are all examples of revenue. This is money that your club is bringing in. There are two ways your club can get this money into your club account;; De-

CLUB ACCOUNTS

- There are two types of accounts a club can have:
- PSU Rec Club Council (RCC) Account – This is money allocated to clubs each year from fees charged to all PSU students. To get this money, a club must submit a budget request each year indicating exactly how the money will be spent. This is basically a schedule of specific club activities for the year (Who, What, When, Where, Why). The money is deposited to the club’s RCC account on July 1st of each year and must be spent by June 30th.

PSU Foundation Account – This is money the club receives as a gift from a community member or organization. This money does not require a budget and it doesn’t have to be spent by June 30th. It can remain in the account indefinitely until it is spent.

REVENUE

This is the money a club receives from membership dues, t-shirt sales, bake sales, etc. The money a club makes from membership dues and sales should be estimated each year and included in the club budget request for the following year. However, the membership dues and sales a club “actually receives” during the year is not restricted to the specific activities defined in the budget. Rather, it can be spent on either planned or unplanned activities.

* Please be aware that Revenue is deposited into the “RCC account” along with the money received from charging all PSU students and must be spent by June 30th as it pertains to the membership dues and sales received during the current academic year.

DEPOSIT BAGS

For almost any form of revenue, the club leader must deposit the cash or checks. This is cash or checks that the club leader receives for trip dues, selling merchandise, or most other general sources of revenue. Club dues cannot be collected by club leaders. See the section on Rec Tracs for club dues.

What should you do?

- 1) Fill out a Campus Rec Deposit Slip.
- 2) Make a copy of the deposit slip for the club records
- 3) Make sure you indicate where the money came from (merchandise, trip dues)
- 4) Fill out an income report form
- 5) If any money is going to a foundation account, fill out a gift transmittal form
- 6) Place all forms and all money (checks and cash) in the plastic deposit bag.
- 7) Fill out all information on the front of the deposit bag. Seal and keep paper tag for your records.
- 8) Give the bag to member services counter and have them sign it.

When should you do this?

- Every day if possible or at least once per week.

CLUB DUES AND RECTRAC

Club dues must be paid at the front desk through the Rec Trac system. Club members simply ask to pay for Club dues and membership services will collect payment and automatically deposit it into the club account. In special cases, like tournaments, clubs can get revenue other than club dues put in the Rec Trac system. Rec Trac and member services accept cash, checks, and credit cards. Club dues can not be refunded

What should you do?

Club leaders do not handle or deposit club dues. Club leaders must submit a detailed list of what their dues are. To have participants pay for things other than club dues, contact the Rec Club Coordinator with how much the charge is and what it is for. In order to confirm that a member has paid, contact the rec club coordinator. Statements will be sent out once a month with a list of who has paid club membership dues.

FOUNDATION ACCOUNT (DONATIONS)

Foundation accounts are special bank accounts for donations that clubs receive. The advantage of a foundation account is the money can be rolled over from year to year.

There is a slightly different process for depositing and withdrawing money in the foundation account.

To deposit

- 1) Fill out a gift transmittal form. Include donor information or mark anonymous donation. A separate form must be completed for each check.
- 2) Insert gift transmittal form into plastic deposit bag and gift completed deposit to member services
- 3) Put all funds and paperwork into deposit bag and address to Rec Clubs Foundation Account with your club name and preparer's name

To Withdraw

- 1) Fill out a foundation check Request Form and have the Rec Club coordinator sign off on the form
- 2) Follow the same directions as a normal expenditure request form.

FUNDRAISERS AND ACCOUNTING

What can be put in the foundation account?

1. Donations
2. Money received from a club "fundraising event" that exceeds the expenses related to that specific "fundraising event."

Examples:

Example 1: A club buys T-shirts for \$10. Then, the club allows people to enter a club "fundraising competition" for \$15 in which each participants receive a T-shirt. The difference between the cost of the shirt and the money received is \$5. Assuming there are no other costs associated with the "fundraising competition" event, the \$10 will go into the RCC account and \$5 extra dollars will go in the Fo undation account.

Example 2: If someone just donates \$10 to the club **for which no goods or services will be received by the contributor as a result of the contribution**, all \$10 can go in the Foundation account. Club membership dues cannot go in Foundation accounts as they pertain to the club benefits a specific member will receive within the current academic year.

TRACKING THE BUDGET

At the end of each month, Rec Clubs will generate a budget report and email to the Rec Advisers and club leaders at the 15th of each month. This report will show you the monthly totals of expenditures and revenue to help you track your expenditures.

Please note that the report is not 100% accurate as not all items post immediately such as gas, vehicles, inter-departmental charges, payroll, credit card posting, etc.

Your club is ultimately responsible for tracking and knowing your own budget. There are budget tracking worksheets on the Rec Clubs website under documents.

RELEVANT PURCHASES

The SFC and RCC have certain requirements and restrictions on how funds can be spent. For example, money cannot be spent on alcohol. Visit their websites for more information. The Rec Clubs adviser must approve all purchases.

SUBMITTING THE BUDGET

During spring term clubs that need funding submit budget to the Rec Clubs council. The budget work sheet is available on the website with detailed directions on how to fill it out. The RCC bylaws explain how they decide to budget the clubs.

BUGET PROCESS

The budget process has six steps

- 1) Clubs submit an initial budget
- 2) Clubs schedule a hearing. They have 10 minutes to explain the most important parts of their budget.
- 3) Clubs then have an option to attend a deliberation. They are not allowed to talk at the deliberation except to answer questions directed to them.
- 4) The RCC sends out initial allocations
- 5) Clubs have 2 weeks to appeal their allocation at another hearing. At this hearing they will present why the RCC should change their initial allocation. The RCC may or may not change the allocation.
- 6) The RCC sends out final allocations.

The Budget process will start at the end of winter term and end by the end of spring term.

NEW CLUB BUDGETS

New clubs can request money from the RCC by getting on the agenda for the RCC weekly meetings at least one month before the purchase. They will give a completed expenditure request with price estimates along with a short presentation about the purchase. The RCC will ask questions and approve or deny the purchase within one week. If approved, the club leader must follow through with the rest of the purchasing process (see above).

EQUIPMENT & INVENTORY

PURCHASE

The club president (or designee) should work with the club members to determine what equipment is needed for the year. See the spending money section for details on buying equipment. All equipment and goods that are purchased with club funds are the property of the club and thus the property of PSU.

Club funds may not be used to purchase items that will be for individual benefit or gain. For example, you may not purchase a tennis racquet for an individual student to take home and use or keep, however, you may purchase several racquets for use by the club which you may store at PSU. Another example is uniforms: The club may purchase uniforms for use by the club, however, these uniforms are the property of the club. If the club chooses to check out the uniforms to individual players for the season, the individuals and clubs must sign an Charge Student Account Form. His/her student account will be charged if the item is not returned to the club when requested. If a club leader is found negligent in the loss or damage of club equipment their student account can be charged the replacement amount.

STORAGE

All equipment storage must be approved by the Rec Clubs staff. Most club equipment is stored on campus, unless the club has an off campus practice facility. The equipment check out area behind the front desk of the ASRC is where most club equipment is stored. Club officers or designees are the only club members allowed to check out the equipment. Club leaders are responsible for letting Rec Club staff know which names should be placed on the equipment checkout list and granted authority to check out club equipment. Each time equipment is removed from the equipment check out area the authorized club member will be asked to sign out the equipment and then sign it back in when it is returned.

DAMAGE & LOSS

A report of any damage or loss must be submitted to the Rec Clubs Coordinator as soon as possible and at a minimum within 48 hours after it occurs. The deductible amount for damaged equipment is \$2,500 which is the club's responsibility. Club equipment that is stored outside the equipment checkout room is the responsibility of the club leader 24/7.

If retiring equipment, any Items under Class A or B must have a "lost/damaged/stolen" form filled-out and disposed of through PSU rather than private means. The form is available online, contact David Woodsum at dwoodsum@pdx.edu.

EQUIPMENT & INVENTORY

INVENTORY PROCESSING WORKSHEET

The Inventory Processing Worksheet how Club Leaders regularly log and track inventories for your Rec Club. This form will be filled out each term, and updated throughout the term anytime there are updates to a clubs inventory changes (purchases, damages, etc). The document is accessible under RCC documents tab on the pdx.edu/recreation site (<http://www.pdx.edu/recreation/inventory>).

The Worksheet has 5 tabs: Summary, Item Class A, Item Class B, Item Class C, and Legend

- 1) The summary tab is used to identify who you are and when you are filling out the worksheet
- 2) The Item Class A tab is used to track all major items that are valued at \$5,000 or more per single item. It is crucial that these items have an Asset tag and number, provided by The Business Affairs Office (BAO).
- 3) The Item Class B tab is used to track important club equipment that must fulfill 1 or more of four requirements:
 - A. "High Risk" - The item is at "high-risk" of being stolen due to its nature, use, storage location, etc.
Examples: laptops, cameras, iPods, tools, "non-individual-use" equipment necessary for competitions
 - B. "Portable" - the item is electronic or a tool generally intended to be "brought to a location" for use
Examples: laptops, cameras, iPods, tools, "non-individual-use" equipment necessary for competitions
 - C. "5-Year Life Span" - this "type" of item is generally considered to be "useful" for at least 5 years
Examples: Computers, printers, computer peripherals (such as keyboards, mice, USB drives), furniture, - equipment that is not for "individual use", but rather for "community use" - such as goal posts, video games, vests, pads
 - D. "Items over \$100" - the individual item was purchased at a price of \$100 or more
Examples: Vests, pads, and other club "community use" equipment
- 4) The Item Class C tab is used to track Operation/ Athletic Supplies that are expected to be "used-up" over the course of the academic year; and it is expected that the quantity of these items will change over the course of the year. These items may also need to be re-ordered regularly as quantities deplete.
Examples: Golf balls, golf clubs, birdies, rackets, tape, and other athletic supplies for general use OR individuals participating in the activities.
- 5) -The Legend tab is made available to leaders and has descriptions of all the different columns AND tabs.

An important way that inventory orders will be distributed is based on this worksheet. It is required of club leaders to add all new shipments to their worksheets and submit the updated worksheet before they can use new equipment. Once the inventories have been collected they will be verified by Campus Rec staff for accuracy of status, quantity and location; so quality and clarity is expected and will be enforced. If you have any questions regarding the document, process or anything else, feel free to contact David Henning at davh@pdx.edu.

TRAVEL

PLANNING TRAVEL

Travel can be one of the most exciting parts of being in a club, but it also requires a lot of planning. Because of the amount of time that it takes for travel paperwork to get completed, your club should sketch out their trips and set up a timeline for when you'll complete each task at the start of the year. There are three basic parts to planning any rec clubs trip.

Purpose- where do you want to go, and what will your club do when you get there? More importantly, what costs are associated with participating? Things like registration or entry dues are common in tournaments and special events. How to pay for them are described below.

Transportation- How will you get to your destination? In the past clubs have rental vehicles, airplanes, and ferries. The process for scheduling travel is described below.

Lodging- Where will you stay when you get there? Booking a hotel, condo, or other lodging can be a complicated process that requires a lot of follow up. Home stays and other non-traditional forms of lodging are also described below.

STARTING A TRIP

The first step of planning a trip is to meet with your adviser. You should schedule this meeting as soon as you have idea about your trip, even if you don't have details like transportation and lodging figured out. At this meeting, your adviser will start an entry in your travel folder and troubleshoot the details of your trip.

You'll also get some of the paperwork and deadlines associated with your trip. Here's what to expect::

- Travel Request - This is the primary travel form as it identifies all the components of the travel: airfare, event registration, lodging, and the number vehicles.
- Travel Roster- This includes names, contacts, and student ID's of everyone on the trip. This must be submitted with the Travel Request.
- Code of Conduct and Liability forms for all members. See membership section for more details
- Flier or email documenting the purpose of the trip.

REGISTERING FOR EVENTS

Find out what it costs to attend your event. You will then fill out the "Registration Request" section for these costs. You will need a roster, so make sure you get a commitment from club members first.

Make sure you submit the Travel Request at least 14 business days before registration for your event is due.

TRANSPORTATION

No matter what form of transportation you take, you will have to fill out a Travel Request which is found on Orgsync. . Make sure you have a roster ready when you turn in your Travel Request.

AIR TRAVEL

- 1) The first step to book air travel is to meet with your adviser and go over you travel, this can be done at the initial trip meeting.
- 2) You will then email the Accounting Tech with your departure date, location, return date, number of travelers and any other details.
- 3) This should be done at least 20 business days before your travel.
- 4) The Accounting Tech will send you a list of possible flights and you will choose one.
- 5) They will need all traveler's legal names, sex, and birth dates (Exactly what appears on each passenger's ID—Whether passport or driver's license) to book the flight.
- 6) Once it is booked, it will be billed to the club index code.
- 7) Finally, you will receive an e-mail with your flight confirmation and boarding information.

Remember to look at the bag policy before booking your flight. Any additional fees for club cargo (such as bikes or snowboards) will be reimbursed to the member after the trip (see section on spending money). Additional fees for per-

RENTAL CARS

Rec clubs can rent vehicles from enterprise rent-a-car, hertz, or the state motor pool. To rent a car fill out a vehicle request form; you will need to know when, where, and why you are traveling, who the trip leaders are, and when leaders will be available to pick up keys and gas cards. In addition to the request form make sure to attach the following items to the vehicle request

- Map of the driving route
- List of students that will be traveling- this can be written in or attached at a later date.
- A flier, email, or website print out describing the trip.

You must submit the vehicle request form at least ***14 business days*** before you travel.

Safety- All clubs must have at least one safety coordinator when they travel.

The safety coordinator is responsible for scheduling a time to pick up a travel kit with the Accounting Tech. See the section on Safety for more details

Parking- Rental cars must be legally parked on campus. This means clubs need to make arrangements and pay for any parking passes. Parking passes can be billed directly to the clubs index account from parking services. Arrangements must be scheduled with the Rec Club Coordinator at least three days before the vehicle needs to be parked. Club money cannot be used to pay fines; Club leaders are responsible for any fines given to a rental vehicle.

Damage- Club money can be used for damage to rental cars that is not due to negligence of the driver. Damage that is the fault of the driver must be paid personally. Any damage to a vehicle must be reported in an incident report as soon as possible.

Scheduling- Club coordinators and trip leaders are responsible for scheduling a time to pick up the gas card, pick up keys for long term rentals, pick up safety kits, and anything else needed for travel. Arrangements should be scheduled as soon as possible by emailing the appropriate Rec Club staff member.

TRANSPORTATION

LONG TERM RENTAL

In rare instances, a long term rental is best for your club. If your club is traveling a lot (more than once a week), renting a car by the month can be easier. Long term rentals should be planned at the start of the year with the Rec Clubs Coordinator.

GAS CARD

Drivers must check the gas card out before they leave on a trip. To check it out, they must schedule a time with the Accounting Tech. The Accounting Tech will arrange a drop off time and explain any other details.

Important things to remember about the gas card:

- It can only be used for gas
- Motor Pool cards work at everywhere but Arco and foreign countries.
- Make sure you keep all receipts and turn them in when you return.
- You must return the gas card as soon as you return.

DRIVERS TRAINING

All students who drive for club business must complete driver training every year. In order to get certified members must attend the driver training class, pass the background check, and complete the online quizzes. They must complete the training at least two weeks before the trip. Class times are on the rec clubs website, under the “club leaders” tab.

LODGING

- 1) Start looking for a place to stay by contacting hotels, hostels, rental houses, and any other lodging in the area. Get to know details about the cost, size, and how to make a booking.
- 2) Once you've found a suitable place, request a third party authorization form. The vendor can fax this to our office at 503-725-2899.
- 3) Check to see if the lodging requires a contract. Contracts require 30 business days to complete. See spending money for more details.
- 4) Fill out the Lodging Request section of the Travel Request form on Orgsync along with the third party authorization form.
- 5) Follow any other directions given to you by the Rec Clubs Coordinator.

Typically, hotels will not reserve a space until they've received some form of payment, this is why it is recommended to turn in the the Travel Request at least 14 business days before your stay. If the lodging request requires a contract, the Contract Request form should be submitted via Orgsync at least two months before your stay. (this ensures that you secure a reservation before the lodging fills up).

HOME STAYS

Sometimes your club can find a home or other building that will allow members to stay overnight for free. If your club arranges a home stay, simply include a phone number, detailed location, and route you'll be taking to and from the home stay in your trip itinerary.

TRANSPORTATION

TRIP LEADERS

Clubs are required to have a trip leader on all trips. This person will be in charge of route planning, inspecting cars for damage, and making sure all members get to and from destinations safely.

Trip Leader Responsibilities

- 1) Make sure all participants are present.
- 2) Verify all participants are listed on official travel roster. If the event roster differs from the travel roster submit both rosters.
- 3) Respond to minor travel issues such as hotel reservation and vehicle problems.
- 4) In charge of enforcing driver changes and mandatory rest stops.
- 5) Check out the gas card and travel bag from the Accounting Tech.
- 6) Return gas card and travel bag to the Accounting Tech.

If original gas receipts and travel bag are not returned to the Accounting Tech by the designated time, club travel privileges may be revoked.

SAFETY OFFICER

At least one safety officer is required to be on all Rec Club trips. For some clubs, they must pick up a travel safety kit. Make sure to reserve the kit with the graduate assistant before your travel. More information can be found in the safety officer section.

TRAVEL CHECKLIST

Recommended timeframe is in brackets. Travel may not be possible if tasks are not completed within timeframe.

- Brainstorm events and locations [start of year]
- Brainstorm places to stay [start of the year]
- Meet with your Adviser to discuss your trip ideas [2-3 months before trip]
- Submit Contract Request via Orgsync for lodging (if necessary) [2-3 months before trip]
- Turn in Flier or Email with purpose of trip (1 month before trip)
- Contact the Accounting Tech to book air travel (if necessary) [20 business days]
- Turn in Travel Request via Orgsync [14 business days before trip]
- Secure safety coordinator [14 business days]
- Reserve travel safety kit [14 business days]
- Ensure Registration Request and Lodging request sections have been completed in the Travel Request submitted via Orgsync [14 business days]
- Turn in Vehicle request via Orgsync [14 business days]
- Secure drivers. Have them attend driver training (if necessary) [10 business days]
- Turn in an updated Travel Roster [10 business days before trip]
- Pick up keys, gas card, and safety kit [1 business day]

TRAVEL DEADLINES

30 Business Days Prior to Trip:

Schedule a meeting with your Campus Rec Advisor to discuss the details of your travel. These details may include: airfare, vehicle rental, lodging, registration, fuel charges for a vehicle, driver training, shipping charges for gear, purpose of trip, etc. Your Advisor will need the following:

- 1) Travel Roster
- 2) Code of Conduct & Liability Waiver on file for all travelers
- 3) Printed flier or email documenting the purpose of the trip and the official club business

20 Business Days Prior to Trip:

Book airline tickets with your Advisor

14 Business Days Prior to Trip:

Attend Driver Training: Anyone planning on driving a club vehicle will need to be an approved student driver with Campus Rec. Driver. Training dates/times can be found at campusrec.pdx.edu under the Rec Clubs tab. People driving their own car in a carpool do not need to be certified, but cannot receive any club funds for gas or their vehicle.

Travel Request: Submit a complete Registration "Travel Request" form via Orgsync and attach any necessary instructions and/or documents.

Event Registration (Check): Submit a complete Registration Request section of the "Travel Request" form via Orgsync and attach any instructions and/or documents, such as registration forms, that need to be included with the check.

Event Registration (credit card) Registering for an event online and paying with the Campus Rec procurement card is the most efficient method for your club. Submit a complete "Travel Request" form via Orgsync and either:

- a) attach detailed instructions on how to register for the event online or
- b) schedule a time to meet with the Office Coordinator and complete the online registration/payment together.

Submit a Vehicle Request Form via Orgsync: All necessary attachments must be included with the request. The Accounting Tech will make the reservation, schedule pick up and return of gas card or motor pool card. You must return the gas card with original receipts on the first working day upon return or your student account will be charged the replacement fee.

Lodging Expenses: You are welcome to call the hotel and make the reservation under the name of your Rec Club (ie PSU Soccer Club). Tell the reservation desk that the Campus Recreation accountant will be submitting payment for your club via third party authorization. Ask the hotel to send you a Credit Card Authorization Form (you are welcome to receive it on the Rec Clubs office fax machine at 503-XXX-XXXX); attach this form to the Expenditure Request. The Expenditure Request must have the following information documented:

- 1) Date, time, and name of reservation clerk you spoke to
- 2) Reservation confirmation number(s)
- 3) Credit Card Authorization Form attached

3 Business Days Prior to Trip:

Submit the Travel Request to your Adviser

For international travel please double the number of business days needed.

PSU REC CLUBS TRAVEL POLICY

General Policies

- 1) All club members must sign a liability release and code of conduct and be listed on the roster and approved by the Rec Clubs Coordinator.
- 2) "Vehicle" is defined as a State Owned Vehicle from DAS Motorpool or a Hired Vehicle typically from a contracted agency primarily Enterprise or Hertz.
- 3) When club members are in a State Owned Vehicle/Hired Vehicle – travel begins and ends at PSU. Any deviations from this must be submitted to the Rec Clubs Coordinator. All club members traveling in State Owned Vehicle/Hired Vehicle must go to the event and home from the event in the State Owned Vehicle/Hired Vehicle.
- 4) When they are not in a State Owned Vehicle/Hired Vehicle - travel is on own and separate from the event.
- 5) All travelers in State Owned Vehicle/Hired Vehicle must be approved in advance of travel by the Rec Clubs Coordinator or designee.
- 6) All travel in State Owned Vehicle/Hired Vehicle must follow the CREC Vehicle Policy.
- 7) PSU CREC is not involved with travel to practice.
- 8) PSU CREC does not reimburse for gas, mileage or other travel expenses for Rec Clubs.
- 9) If a participant has to leave a trip early due to an emergency or accident – the club must notify the Coordinator via a voicemail/email and an incident/accident report form must be completed and submitted to the Rec Clubs Coordinator.
- 10) The Rec Clubs Coordinator or designee has final approval for all club travel.

Vehicle Occupants

Official club members are allowed to ride in a State Owned Vehicle/Hired Vehicle. This may include faculty/staff members and community members who join the club and have completed all required paperwork. Officially recognized coaches and volunteers are allowed to ride in a State Owned Vehicle/Hired Vehicle.

Vehicle Drivers

Students, faculty and staff who are official club members can become drivers in State Owned Vehicles/Hired Vehicles. All drivers in State Owned Vehicle/Hired Vehicle must go through CREC driver training and become officially approved by the Rec Clubs Coordinator or designee.

Travel Options

The Rec Clubs Coordinator or designee will work with the club to determine the appropriate form of travel.

Option One: Club funds for all travelers in State Owned Vehicle/Hired Vehicle – PSU CREC is involved in travel. All participants in this travel must be approved by the Rec Clubs Coordinator or designee. Verify code of conduct, liability release, and roster. Club is required to go through driver training, submit vehicle request forms, travel forms and all other required paperwork. Coordinator must know who is traveling, how they are getting there, when they are getting there, what they will be doing, etc. There may be separate departure and arrival times with multiple vehicles. Club funds may be used for entry fees, registration fees, leagues fees, etc. associated with the event.

Option Two: No club funds are spent on travel. PSU CREC is not involved in travel. All participants in the event must be approved by the Rec Clubs Coordinator or designee. Verify code of conduct, liability release, and roster. Club funds may be used for entry fees, registration fees, leagues fees, etc. associated with the event.

Option Three: Hybrid - Clubs funds some travel and some travelers in State Motorpool or leased vehicle. PSU CREC involved only in travel and travelers in State Motorpool and leased vehicle. PSU CREC not involved in travel or travelers using other forms of transportation. See options One and Two above for details. Club funds may be used for entry fees, registration fees, leagues fees, etc. associated with the event.

Travel Process

Follow all procedures from Travel Deadlines document. Have pre-travel meeting with Rec Clubs Coordinator or designee, sufficient number of approved drivers, submit travel request, vehicle request forms, travel forms, and participant/traveler information.

SAFETY/RISK MANAGEMENT

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

- Safety Coordinators, Rec Club officers, club members, coaches and instructors should emphasize safety during all club-related activities.
- Each participant recognizes that they are responsible for their own well-being and the well-being of the group of which they are a member.
- Safety Coordinators along with participant shares with the other members the concern and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
- Safety Coordinators and Officers are expected to inspect fields and facilities prior to every practice, game, or special event. Unsafe conditions should be reported to the Rec Clubs Program staff.
- Rec Clubs are expected to abide by all local, state, and national health and safety regulations.
- Safety Coordinators are required to be CPR/AED and Emergency First Aid Training certified and Officers are encouraged to obtain those same certifications. Contact the Rec Clubs Graduate Assistant to arrange training for these classes.
- Participants are expected to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk.
- Each member of a rec club is required to sign an Assumption of Risk Form. This form must be signed and on file in the Rec Clubs Office before actual participation begins.

1ST AID KITS

Depending on your club tier and club's risk factor, your 1st Kit check out procedure may be different. If you are a higher risk club that primarily practices on Campus Recreation property, you do not need to have a 1st Aid Kit present because one is present at the Rec Center. If you are higher risk club that primarily practices off Campus, you will be required to have a permanent 1st Aid Kit with you for all club practices and events.

ACCIDENT/INCIDENT REPORTING

In the instance of an emergency the following guidelines should be followed when reporting.

1. Be clear and concise in your reports.
2. Be objective in your report. Do not imply fault. Contain only the facts. No personal assumptions should be reported.
3. Use witnesses if at all possible. Name, address, and phone number.
4. Always fill out and submit report to Rec Clubs Office immediately after an accident or incident. If you are away on travel, call the Rec Clubs staff and arrange a time to turn it in.
5. In the instance the situation is serious; do not communicate any information about the situation to anyone until you have contacted the Rec Clubs Advisor.

If there is any doubt in your mind whether a report is necessary FILL IT OUT!

SAFETY COORDINATOR RESPONSIBILITIES

- 1st Aid and CPR/AED Certified (Only for Tier 2 and Tier 3)
- Attend Safety Coordinator Training
- Manage and Understand Safety Coordinator Handbook
- Manage and handle Rec Clubs 1st Aid Kits
- Carry, complete and submit Injury, Incident and Accident and Vehicle Accident/Damage Report forms to the program office.
- Identify location of the nearest phone or cell phone before practice.
- Identify location of emergency shelters, bathrooms, supervisors, and phones.
- Carry emergency contact list at all times.
- Work with facility supervisors to find best action to take to work with emergency personnel.
- Determine when the club should leave a facility/field based on weather, field conditions, and schedule conflicts.
- **One Safety Coordinator must be present for all practices/meetings outside the Rec Center and all away trips**
- A year long leadership commitment is expected. This individual must complete the Safety Coordinator training and is responsible for the safety binder and filing club accident/incident reports.
- Safety Coordinators depending on tier status are also responsible for obtaining first aid kits, CPR, and first aid certifications.

CHARACTER

“Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.”

- John Wooden

REC CLUBS EMERGENCY ACTION PLAN

