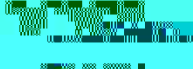
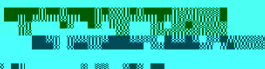
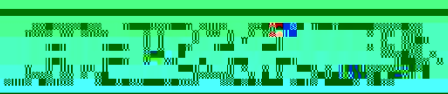
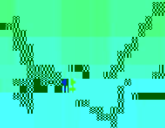
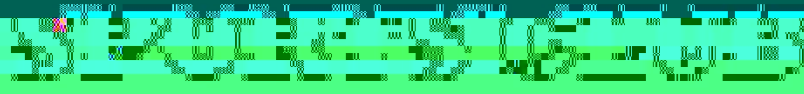
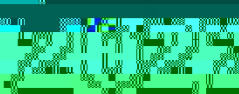


# Club Handbook

2022-2023





### VOLLEYBALL

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### CRICKET

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CRICKET

CRICKET

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# 2022-2023 SPORT CLUBS CALENDAR



# **INTRODUCTION**

Welcome to the Lamar University Sport Clubs Program. This manual has been prepared and

# HOW TO GET INVOLVED WITH SPORT CLUBS

## **WHO MAY JOIN A CLUB?**

Regular membership in Sport Clubs is open to currently enrolled undergraduate, graduate, and non-traditional students in good academic standing. Sport Clubs are registered student organizations of Lamar University, which have been recognized by the University, qualifying them for use of facilities and/or funding. Admission is voluntary and open to all eligible students regardless of race, color, religion, sex, age, or national origin.

## **ELIGIBILITY REQUIREMENTS**

Participants must meet minimum credit and GPA requirements to participate in Sport Clubs. Sports involved with NIRSA (National Intramural and Recreational Sports Association) require that **Undergraduate Students** be enrolled at least half time which is the equivalent of 6 credit hours and **Graduate Students** be enrolled in at least 6 Credit Hours. **Doctorate or Co-Op Students** that are not enrolled for the minimum number of credits must provide proof from the registrar that their workload is equivalent to the number of credits required by Sport Clubs.

Lamar Sport Clubs also requires that (Lamar/LIT) **Undergraduate Students** maintain a 2.0 GPA and **Graduate Students** 3.0 GPA. Students who are in their first semester at Lamar University will have a 0.0 GPA but are allowed to participate in Sport Clubs because they do not have a cumulative GPA until after their first semester is completed. Club officers must maintain a 2.5 GPA and obtain full time (12 hrs. or more) in order to maintain their position within a club. Members who do not meet the GPA requirement will be limited to only meeting/practicing attendance and academic improvement programs but will not be allowed to travel/compete.

***Each club's league or association rules dictate the requirements for those individuals competing as team members. These rules may include/exclude faculty, staff, alumni,***



The student voluntarily assumes all risk of accident, injury, damage, death, and/or loss to him/her or to his/her property which may arise out of participation in Sport Clubs. The student also releases and discharges Lamar University officers and personnel (paid or voluntary) for every claim, liability, or damage of any kind. The student should not have any medical impairment, disease, physical liability, or injury that would prevent his/her participation in Sport Clubs, and the student is strongly recommended to have medical insurance that covers his/her participation.

## **HOW TO REGISTER AS A NEW**



***The faculty/staff advisor is considered a valuable link between the club and the university. The advisor for a club:***

- Is selected by the members of the club.
- Should be an individual who is accepted and respected by the members of the club.
- Must be a current faculty or staff member of Lamar University.
- Should be available during the development of plans and programs for the club and attend club meetings on a regular basis.

The advisor position for a club is unique and essential to the success of the club. Each advisor provides interpretations of university guidelines, aid in the development of student leaders, and professional leadership to compliment the Sport Clubs administrators.

***Responsibilities of the advisor are:***

- To work closely with the club and its officers without assuming leadership of the club, recognizing the right of students to control the direction of their club.
- To assist the club and its officers in maintaining club continuity by providing information and interpretations of university policies and procedures.
- To attend as many club meetings and competitions as possible and to be available as a resource for the club and its leaders.
- To keep in mind that the primary responsibility in this position is to provide information and referral so that club members develop leadership potentials.

The assistance you are able to provide as a result of your life experiences is invaluable. The university appreciates your help. A Sports Clubs Handbook is made available to download in the Sport Clubs File section on LUHub.lamar.edu.

***ADVISORS MAY BE SANCTIONED OR DISMISSED FOR THE FOLLOWING:***

- Managing club business, including scheduling, travel arrangement, and submitting forms.
- Failing to favorably represent the Lamar University.
- Acting in an unsafe or unethical manner.

Lamar University Sport Clubs has an obligation to protect the club and its members. If, in the opinion of the Sport Clubs Coordinator, the club or any member is being neglected or misled by the advisor, or if the advisor is not working in the best interests of the club, he/she can be relieved of all advisor functions. Advisors will be afforded the same due process as the club and its members.

All coaches must complete a [Sport Clubs - Volunteer Coaching Agreement](#), LUHub.lamar.edu Form, at the beginning of **each year**. Coaches must submit copies of all relevant certifications and qualifications. ***The selection of a coach or an instructor MUST be approved by the Sport Clubs Coordinator. Lamar University Recreational Sports reserves the right to interview and approve all coaches/instructors annually.***

If a club wishes to seek the services of a coach, members should seek an experienced individual who possesses technical knowledge of the sport and knows how to aid players in avoiding injuries. Coaches must meet with the Sport Clubs Coordinator, to discuss his/her responsibilities to the club and pertinent rules of Lamar University Recreational Sports.





areas of improvement. This report also provides the Sport Clubs Coordinator detailed information that clubs may not provide in monthly reports.

### ***MANDATORY MEETINGS***

Attendance at Sport Clubs Officer and Council meetings are required for ALL Sport Clubs. These meetings allow members to stay updated on new university and program policies, as well as allow clubs to network and share ideas to make each other more successful. One designated representative from every Sport Clubs team is required to attend, however meetings are open to any persons involved in Sport Clubs. Class, personal, or family obligations will be the only excused absences and it is required that the excused absentee find a replacement team member for the meeting.

### ***ATTENDING CLUB RECRUITING ACTIVITIES***

Sport Clubs and Student Organizations provide opportunities for clubs to promote themselves and recruit new members. Clubs should attend as many of these activities as possible and bring promotional material with them such as flyers and pictures to make their club stand out and attract as many students as it possibly can.

## **MARKETING**

Sport Clubs teams are granted the right to use the name "Lamar University" or "LU" in describing their organization. However, clubs must get all marketing, merchandise, uniforms and any other products using Lamar University's name, approved by the Sport Clubs Coordinator and Lamar's Internal Licensing Department. Sport Clubs must understand and make it clear in their representation to third parties that they speak only for their club, not the University, the Student Union, Inc., or the Associated Students. Sport Clubs are not agents of the Student Union, Inc., the Associated Students, or Lamar University.

### ***USE OF LOGO***

Sport Clubs teams have not been granted the rights to use the Lamar University Recreational Sports or Sport Clubs logo OR the Cardinal Bird. The Sport Clubs Program has created its own version for club team use. Teams must obtain approval from the Sport Clubs Coordinator to use the Recreational Sports or Sport Clubs Program Logo. See Logos below. Other Logos are available for use, but permission must be granted to use them.



FOR MORE INFORMATION  
ON THE POLICIES FOR  
MORE INFORMATION ON  
THE POLICIES AND THE  
APPROVAL FOR LAMAR  
LOGO USAGE, CONTACT  
THE INTERNAL LICENSING  
DEPARTMENT AT  
[lulicensing@lamar.edu](mailto:lulicensing@lamar.edu)

## **PROMOTION**

As the Sport Clubs Program becomes larger and more noticeable on campus, it is extremely important that all promotion and publicity is professional. All postings must be created using a computer or other form of professional media. Team funding from the Sport Clubs Program can be used to create professional publications. ***All fliers, brochures, etc., MUST be approved by the Sport Clubs Office, before distributing. An inappropriate method may result in disciplinary action.***



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of, any intoxicating or illegal drug. For example, wearing Sport Clubs uniforms, jerseys, or other team paraphernalia at any drinking establishment would be inappropriate.

Using team funds for the purchase of alcoholic beverages is strictly prohibited for all team members. Lamar University has a zero-tolerance policy for underage drinking, and it is a violation of the Student Code of Conduct and State law. All inappropriate behaviors that occur will result in disciplinary action.

### ***ACTIVITY OUTSIDE OF SPORT CLUBS***

Sport Clubs members should remember that they represent Sport Clubs and Lamar University even when not participating in Sport Clubs. Anytime members are involved in

If a player chooses not to adhere to the player code of conduct or comply with the coaches and/or chaperones instructions/rules at a tournament, they are subject to being sent home or risk sitting out the entire tournament.

### ***EXPECTATIONS DURING THE TRIP***

As representatives of Lamar University and the Department of Recreational Sports, all Sport Clubs members are expected to conduct themselves in an appropriate manner whenever and wherever they may travel. Any reports of activities that negatively reflect upon the University will result in disciplinary actions. All funds will be frozen until the situation is resolved.

### ***It is highly recommended that Sport Club members abide by the following safety guidelines:***

- First Aid Kits must always be with teams.
- For large capacity vehicles, do not exceed 11 passengers per vehicle.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs unauthorized firearms or other types of weapons.
- Always wear a seat belt. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Do not transport luggage or other items on top of large capacity vehicles. This will increase the chances of a rollover.
- Avoid horseplay, racing, or other distracting or aggressive behavior.

### ***IN CASE OF AN ACCIDENT/EMERGENCY, THE FOLLOWING PROCEDURES MUST BE FOLLOWED:***

- STOP IMMEDIATELY - Call 9-1-1 if necessary.
- Take steps to prevent another accident at the scene.
- Get the name, address, car, and insurance information of any others involved.
- Get name and address of each witness.
- Secure all information needed on the Accident Report Form.
- If the vehicle is unsafe to operate, have it towed to the nearest garage after the police have completed their report.
- Do not discuss the accident with anyone except the police officer and the Sport Clubs Coordinator. The owner of the vehicle is responsible for any costs incurred.
- Notifv 8Tf1 0 0 1 93.624 ( 93.624 246.17 Tm0 g0 G[!\* nBT/F2 9.96 Tf1 0 0 1 80.184 259.97 Tm0 g









### **LOSS OF FUNDING**

Clubs found guilty of inappropriate behavior while representing Lamar University can lose funding for indefinite periods of time. This period can cover one trip, an entry fee, to suspension of funds for an entire semester or school year.

### **LOSS OF TRAVEL/COMPETITION**

Clubs found guilty of inappropriate behavior while representing Lamar University can lose the ability to compete or travel in club sponsored events for a period lasting from one event to an entire season, depending on the severity of the infraction.

### **PROBATIONARY PERIOD - NEW CLUBS (4 ACADEMIC MONTHS)**

All new clubs will be placed in a Probationary Period. During this period the club will be reviewed and evaluated for a possible change in status for the next semester. Practices, some competitions and minimal funding will be allowed.

### **WARNING PERIOD (4 ACADEMIC MONTHS)**

An individual or team is placed in a Warning Period based upon behaviors demonstrated that may result in disciplinary action. At this time individual participants and teams are still eligible to participate in practices and competitions. During this period the individual sanctioned or the entire team's behavior is observed and at the conclusion of the four-month period, is reviewed and evaluated for a possible change in status.

### **ELIMINATION OF CLUBS AND INDIVIDUALS**

An individual participant or an entire team can be eliminated from the Sport Clubs Program, without the Warning or Probationary Period, which will be referred to the Student Engagement Office. However, a team can also be eliminated after the Warning and Probationary Period because behavior was not improved. This decision is at the discretion of the Sport Clubs Coordinator. If an individual becomes eliminated from the Sport Clubs Program, he or she cannot become a participant in any Sport Clubs team for their remaining years at Lamar University. If a team becomes eliminated, they cannot renew their club status for one year from the date of elimination.

## **SAFETY AND RISK MANAGEMENT**

### **PARTICIPANT WAIVER PACKETS**

Each participant in the Sport Clubs Program is **required** to complete a **Sport Clubs Participant Waiver Packet from LUHub** prior to any participation (ts0 gf.62p)4(a)-3F7 12 Tf12 792 req





immediately. This applies to visiting teams as well as Lamar University Sport Clubs members.

5. While traveling, if an accident occurs requiring a Lamar University Sport Club participant to be transported to hospital either by ambulance or in a personal vehicle, the Club MUST call the Sport Clubs Coordinator as soon as possible. The cell phone number for the Sport Clubs Coordinator will be provided for these situations. Recreational Sports personnel will either call the members emergency contact or instruct the trip leader to contact the member's emergency contact.

6.



***SCHEDULING OFF-CAMPUS FACILITIES***  
All Sport Club

## **Handguns Prohibited**

The following penal code is in effect at any location, where competitive Sport Club events are being held:

# **RECREATIONAL SPORTS FUNDING**

*WHERE CLUB FUNDING COMES FROM*

membership fees, donations, sponsorships, etc. Any funds held by a club and not reported and submitted to the club's account may be dismissed and subject to further sanctions.

**Rental Vehicles:**

# FUNDRAISING

Sport Clubs teams may conduct fundraising events on or off-campus, provided the project is consistent with the purposes of the student organization and ***in agreement with University policy***. To become a successful fundraiser, it is crucial to be organized.



***Some questions to ask yourself when you begin thinking about planning a fundraiser are:***

## ***1. WHY ARE YOU DOING THIS EVENT?***

First, it is important to know why you are having a fundraiser. Do you need the money or is this event tradition? Use this as a goal to motivate your club to finish their tasks on time and take the effort seriously. For example, if you are raising money to go to a competition, place fliers around campus. Make the competition a part of your team's goals for the year.

Talk about the event with your teammates often. Build up excitement in your group by making the planning of the event fun—and involve food! What are some reasons for you to raise funds? What do you hope to accomplish with additional funds this year?

## ***2. WHO HAS THE MONEY?***

Answering this question will lead you on the right track toward raising money. List different organizations that are potential sources of funds for your club. Target your fundraiser to reach

Make a list of what needs to be completed in order to accomplish your fundraising idea. Assign a deadline for every item and delegate tasks for people in your club to complete. Get your team involved and give them plenty of time to finish their task. Follow-up with those assigned tasks so that items do not become forgotten and use other people in the group to help hold teammates accountable. Keep your team focused by reminding them of the fundraiser's purpose (Step 1).

## **SPONSORSHIPS AND DONATIONS**

### **SPONSORSHIPS**

You must coordinate those efforts with the Office of Student Organization Services and follow the Fundraising Policies and Procedures in the Student Organization Handbook.

Corporate sponsorships are a valuable fundraising source. Written proposals should be professional and well thought out before requesting funds from a sponsor. Finding a corporation willing to give money or product to help in the success of a club can often be a frustrating and time-consuming endeavor. Once accomplished, sponsorships are invaluable in helping clubs reach their goals.

If the sponsorship requires using a corporate logo on a jersey or T-shirt, you should receive a letter from the corporation or organization stating that it gives your team permission for the logo to be used. The corporate logo may not be larger than the University's name on the uniform or jersey.

**\*\*ALCOHOL AND TOBACCO SPONSORS ARE NOT ALLOWED\*\***

### **THE FOLLOWING ARE GUIDELINES FOR SOLICITING AND MAINTAIN LONG-TERM RELATIONSHIPS WITH SPONSORS**

1. Identify companies most likely to sponsor your team.
  - What other clubs or organizations have they sponsored?
  - Do you know someone in the company or an alumnus?
  - Are they interested in the college market?
2. Get the name, title, and address of the company contact.
  - Make sure the contact name is spelled correctly.
  - Make sure the title is correct and the company name is correct.
3. Send a letter.
4. Follow up with a phone call.
  - Give the contact a week or two to receive your letter.
  - If you receive the sponsorship go to 5.
  - If you don't receive the sponsorship, find out why.
  - If they don't sponsor your type of group, thank them for their time. If it is a matter of timing and budgeting, find out when the corporation should be contacted for the future.
5. After receiving the sponsorship, send a thank you letter.
6. Make sure to give the sponsor everything that was promised for their sponsorship.
7. Take pictures; send the sponsor copies of anything with their name on it.
8. Invite the sponsor or a representative to any special events or the event they sponsor.
9. Follow up the season with a year-end recap.
10. Thank the sponsor once more and ask for their sponsorship for the following year.





- Tournament or contest date.
- Estimated time of departure and return.
- Names (first and last) of all students who will be traveling.
- Professors needing notification.

Any student that does not have a completed participant packet on file in the Sport Clubs office will not be given an excused absence letter. The Class Absence Request letters will be typed on Department of Recreational Sports letterhead and signed by the Sport Clubs Coordinator. Copies for each student can be picked up 5 business days after submitting the request.