

# Sport Clubs Recognition Packet

To be recognized as a sport club for California State University, San Bernardino, paperwork needs to be submitted to the Office of Student Leadership and Development as well as with Recreational Sport Clubs Office.

1. Club must be recognized as an official club with Student Leadership and Development (SLD).
  - a. Fill out the charter packet available in the SLD office (SMSU 203) or online at;  
<http://sld.csusb.edu/clubsOrganizations/clubCharterPacket.html>
  - b. Create your clubs constitution and bylaws
  - c. Pay annual charter fees of \$25 (cash or checks payable to CSUSB)
2. Fill out the Sport Clubs Recognition Application and Club Member Eligibility Packet (each per member) with Executive positions defined and completely filled out.
3. Attach the club's constitution and By-laws from SLD with the Sport Clubs Recognition Application and Club Member Eligibility Packet (each per member) and return to your Sport Clubs Supervisor or Coordinator.

After this process is complete the Sport Clubs Supervisor will contact the club to let them know if they will be approved as an official Sport Club for California State University, San Bernardino.

Benefits of being recognized by CSUSB Recreational Sports as a Sports Club include and not limited to:

1. Insurance for all sport club members will be funded by CSUSB Recreational Sports Department
2. Assistance in facility reservations and equipment if necessary
3. Opportunity to compete against other universities under CSUSB
4. Assistance in marketing and promoting club events

**\*\*ATTACH A COPY OF YOUR CONSTITUTION AND BY-LAWS (if any).**

For questions or concerns regarding the recognition process for sport clubs please contact the Sport Clubs Supervisor or Sport and Facilities Coordinator located at the Student Recreation and Fitness Center.

## SPORT CLUBS REGISTRATION/RECOGNITION APPLICATION

**Instructions:** This form must be completed annually by new and returning sport clubs to apply for recognition by the Sport Clubs Program. The purpose of the form is to provide the Sport Clubs staff with the general information of what your club hopes to accomplish and how you will plan and prepare for safety and the well-being of your participants this year. Please be as detailed as possible when filling out this application, and use additional paper if necessary.

Sport Clubs Name: \_\_\_\_\_ Date: \_\_\_\_\_

President's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Number of students currently interested in active membership: \_\_\_\_\_

Why is the club seeking the recognition of the Sport Clubs Program?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any available opportunities for in-state competition (Tournaments, Leagues, etc):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What semesters will the club be active? \_\_\_\_\_

What precautions will you take to insure that the health and safety of all club participants?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Who will the club compete against? List possible sport clubs in the area:

\_\_\_\_\_  
 \_\_\_\_\_

What facilities do you need and how often? (Training, games, etc.):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***A majority of the members of this club have voted in favor of becoming a sport club under the administration of the Office of Recreation Sports. As a group, we agree to conduct our affairs in accordance with the rules and regulations of California State University, San Bernardino Sport Clubs Program.***

***\*It is the responsibility of the Sport Clubs President to inform all club members that any photos taken during club activities may be used to promote the club or the Sport Clubs Program.***

Signature of Club President: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

RECOGNITION GRANTED:  DENIED:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_



## SPORT CLUBS PRESIDENT CONTRACT

My responsibilities include, but are not limited to the following:

- \* Become familiar with all aspects of the Sport Clubs Manual.
- \* Inform all team members and coaches of the policies and procedures contained within the Sport Clubs Manual and the Club and Organization Manual.
- \* Attend all mandatory meetings called by the Sport Clubs Coordinator or Sport Clubs Supervisor.
- \* Serve as official liaison between the team, the Sport Clubs Coordinator, the University, and the general public.
- Act as the OFFICIAL university representative on all matters if the team does not have a coach. This includes being the OFFICIAL university representative on all away contests and responsibility for the team's actions.
- \* Advise the Sport Clubs Coordinator or Supervisor of all official team activities and unofficial team activities that may have ramifications upon the team, the program, SRFC, or the University.
- \* Collect and submit accurate, complete Student Registration and Medical Forms. Review and update registration forms in a timely manner.
- \* Review Budget Reports monthly and initiate action if appropriate.
- \* Inform coaches and team members and opposing teams of 'field closures' in a timely manner and take appropriate action to cancel scheduled activities.
- \* Submit to the Sport Clubs Coordinator or Supervisor for approval:
  - \* Publicity and Promotion Requests
  - \* Documentation of League/Association Affiliation
  - \* Budget Proposals
  - \* Fundraising Proposals
  - \* One Time Facility Requests
  - \* T-shirt designs
  - \* Contest Schedules
  - \* Travel Itinerary/Roster

I understand that any deviation, by myself, team coaches or team members from the policies and procedures contained within the Sport Clubs Manual and/or those pertinent policies and procedures of SRFC, the Office of Student Leadership and Development or CSUSB may result in disciplinary action against myself, the team coaches and/or team members.

By signing, I have read, understand, and accept the responsibilities outlined above.

Team President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sport Clubs Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_