

Pacific University Club Sports Criteria and Guidelines

PHILOSOPHY

The club sports program at Pacific is a student driven organization satisfying the needs not met by the varsity and intercollegiate athletic programs of the University. The purpose of the club sports program is to provide students with the opportunity to participate and compete in a sport at the club level, to develop organizational and leadership skills and to improve skills in and knowledge of a sport.

PROCEDURES FOR PARTICIPATION/CHARTERING/BUDGET

It is the responsibility of students interested in starting a new club sport to gather the following information pertaining to club sport recognition and chartering. For a group to apply for chartering as a club sport eligible for University funding it must first:

1. Complete an application for review by the Club Sport Coordinator/Club Sport Executive Board.
2. Meet with the Club Sport Coordinator/Club Sport Executive Board to discuss your application.
3. Meet all requirements of PUCC bylaws for chartering on an annual basis.

The application of each new club sport will address the following:

1. List names of interested Pacific students in the formation of the club.
2. A list of potential opponents/competitive events.
3. The dates and lengths of your competitive season.
4. Funding requirements. Start-up costs on-going budget. (uniforms, transportation)
5. Facility/field space requirements-Does it need to take place on campus.
6. Name of coach/Experience in sport.
7. Names of two students that will serve as the team's representatives.(cell phone, email addresses)

Following the completion of the application, the club sport rep, and coach will meet with the Club Sport Coordinator to review and discuss the application. After the application and review the Club Sport Coordinator will submit a written recommendation to the Club Sport Executive Board reviewing each of the above-referenced items.

ELIGIBILITY

Participation as a Pacific club sports team member is limited to currently enrolled Pacific students. A club must be composed of at least 7 full time Pacific students and participants must maintain a cumulative 2.0 GPA or better.

No club may restrict the number of its members, however, only a certain number of participants are needed in competition or are eligible in accordance with league regulations. Each club must find some method of accommodating all of its members.

WAIVERS

To be eligible to participate in a club sport, either in practice or competition, a team member must complete a waiver releasing Pacific from responsibility in the event of injury while competing or traveling to or from a competitive event or practice site. This waiver must be on file in the Club Sport Coordinator office prior to funds being released.

BUDGETING AND FUNDING

All Pacific club sports receive subsidies from the University. Each club eligible to request funding must submit a budget request for the next year to the Club Sport Coordinator/Club Sport Executive Board by a specified deadline prior to the required date for the annual budget process. Each club sport rep will present a budget to the Club Sport Coordinator during the annual budgeting process.

Annual budget requests must include the following:

1. Entry fees, league dues, official fees
2. Uniforms, equipment, first aid supplies costs
3. Travel and transportation
4. Expected income
5. Coaching stipends

It is essential that complete budgets be submitted. All clubs are encouraged to generate additional income to supplement their subsidies from the University. Although payment of dues cannot be imposed as requirements of membership on any club sports team, it is suggested that clubs determine the potential need for more funds for their program and that additional funds be raised through collection of dues or other fund raising activities. In situations where the payment of dues by a club sports team member would impose a hardship on that individual, funds may be used at the discretion of the Club Sport Executive Board.

FUND RAISING POLICY

Operating funds from athletics and the University form the basis of a club's budget. Clubs may raise additional funds via dues and community support. Athletics and University monies are used to cover the items identified in the proceeding section covering budgeting and funding.

Money raised through fund raising activities such as clinics, car washes, sales or solicitation of donations must be placed in the individual club's account, where it may be used for items the club determines. All fund raising activities must be cleared with the Club Sport Coordinator, Club Sport Executive Board and University Relations well in advance of the activity.

Clubs must have permission to solicit monetary support or equipment from sources outside the University. Prior approval must be obtained from the Club Sport Coordinator/Club Sport Executive Board and the University Development Office.

PROTOCOL FOR APPROVING CLUB COACHING POSITIONS

Potential coaches for club sport programs must have significant experience and background in the sport and must be an adult. Once a candidate for a club sport coaching position is identified a complete background check will be conducted. The Club Sport Executive Board will make the final decision on coaching appointments.

CLUB SPORTS COACHING RESPONSIBILITIES

It is the responsibility of the coach of each club sport to:

1. Submit a budget request for the upcoming year to the Club Sport Coordinator/Club Sport Executive Board by the specified deadline.
2. Submit to the Club Sport Coordinator a club roster each term and to update the roster when team members are added or dropped from the team.
3. File waivers and medical insurance information of all members with the Director of Student Activities/Director of Athletics.
4. Issue club sports equipment and collect it at the conclusion of each season.
5. Submit an equipment inventory at the beginning and conclusion of each season to the Club Sport Coordinator. This includes any equipment stored at the University.
6. Submit a schedule of competitive events as dates are established.
7. Following each competition submit a record of the event which included scores, players involved, location and other relevant information.
8. Monitor academic progress of the students.

Clubs will be subject to a variety of penalties including loss of privileges, suspension, or budgets being frozen if these responsibilities are not met.

CLUB SPORT EXECUTIVE BOARD/CLUB SPORT COORDINATOR

The Club Sport Coordinator/Club Sport Executive Board primary responsibility is to assist club sports reps in facilitating and coordinating the club sports program. The Club Sport Coordinator/Club Sport Executive Board can assist clubs with the following services:

1. Organizational guidance
2. Budget preparation and accounting
3. Equipment purchasing and storage
4. Fund raising/promotional ideas
5. Field space for practice and competition.
6. Approval of sport.

Club Sport Executive Board members include: Director of Athletics, Director of Student Activities, PUCG President, and the Club Sport Coordinator.

BUDGET REIMBURSEMENT PROCEDURES

The form most frequently used by club sports is the "*Reimbursement Request*" form. All reimbursements must be submitted to the Director Club Sport Coordinator by Friday to be processed by the Business Office on the following Thursday after 2:30 p.m.

All receipts for reimbursement for acceptable expenses must be kept and given to the Club Sport Coordinator in an orderly fashion.

Each individual club sports coach should keep a ledger sheet with records of club expenditures and revenues.

TRAVEL

Club sports teams are limited to traveling within the states of Oregon and Washington, unless special arrangements are made with the prior approval of the Club Sport Coordinator. Only certified University drivers are allowed to drive.

EVALUATION OF CLUB SPORT APPLICATION

Applications submitted for approval of Club Sport Programs will be evaluated by the Club Sport Executive Board using the following criteria:

1. Budget Requirements
2. Impact on Facilities
3. Risk Management

The Club Sport Executive Board will make a recommendation to the Provost to approve or deny the club sport application.

ACTIVITIES WHICH MAY BE CONSIDERED FOR CLUB SPORT STATUS:

Archery
Badminton
Bowling
Cycling
Fencing
Field Hockey
Gymnastics
Men's Lacrosse
Ice Hockey
Rifle
Rowing/Crew
Rugby
Skiing
Snowboarding
Squash
Ultimate Frisbee
Men's Volleyball
Water Polo

ADHERANCE TO UNIVERISTY POLICY

While representing the University as a club sport participant at any time, students are required to adhere to University guidelines and policies regarding conduct, use of alcohol, drugs or tobacco, hazing, assault and sexual assault.