California Polytechnic State University, San Luis Obispo
Dean of Students
Club Sports Handbook

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California Polytechnic State University’s, Sport Club Program, administered by Dean of Students, offers the campus community a wide variety of competition, instruction, and development in the form of sport clubs and related activities. The program features a competitive level above the traditional intramural program. The members compete against clubs from other universities; improve their organizational skills through instruction and leadership skills through the management of their club’s finances and membership. Students of all skill levels are encouraged to apply.

Mission Statement of the Dean of Students Department

Dean of Students offers opportunities to develop leadership skills, contribute to community, experience diversity, participate in group dynamics, and mentor new students. Its mission is to advance and encourage the learning and personal development of students and its programs are integrated into the students’ total learning environment.

California Polytechnic State University, San Luis Obispo Sport Club Teams

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Introduction

Administration

Each club is required to stay within the written policies of the University and the Club Sports Handbook.

Sport Club Coordinator

Throughout the year, each club will have the opportunity to interact with the Coordinator for Sport Clubs. The SCC will play a vital role in the entire Sport Club organization.

The Sport Club Coordinator’s duties include, but are not limited to:
- Actively assisting clubs in supplemental fundraising activities
- Serving as a customer service representative and handling athlete concerns and questions, dealing with departmental policies and procedures
- Planning and supervising the execution of publicity and promotional strategies in cooperation with local media and the Campus Marketing Department
- Conducting Officer training sessions throughout the year
- Coordinating the distribution of funds
- Fostering quality relationships with the student-athletes, officers and advisor of each club
- Assisting each club with its administrative duties as needed and requested.
- Acting as a quality University and Campus Recreation resource
- Serving as Event Management by being present at home contests
- Serving as first responder and initiating emergency procedures when necessary
- Overseeing the compliance of each team with Sport Club policies and procedures

NEW CLUB ADMITTANCE PLAN

The SCC will have subcommittees developed for auditing new clubs and existing clubs. These subcommittees will also serve as mentoring groups for new teams to learn how to establish themselves and develop their structure in a manner consistent with SCC policies and standards. New clubs can utilize these groups up to a year ahead of their expected application period.

SCC meetings will be open for new club members to sit in as guests.
- Teams that aren’t established can use this time to learn the system

In order to receive Sport Club Council status, the following criteria must be met:

1. The club’s purpose and activity must be consistent with the philosophy and objectives of the Sport Club Council.
2. The club must compete in an organized sport league.
3. The club must provide balance or add to the variety of sporting activity on campus and have a plan for outreach to the university.
4. The club must meet the requirements of a probationary team.
   - Must maintain membership of 8 athletes or minimum number of players to field a team (relative to sport).
     - Sport Club Council reserves the right to define sufficient membership.
   - Must complete a full competition season with maximum of one forfeit.
   - Must be chartered as a Cal Poly club and be recognized by the university.
   - Must have an officer core including President, Vice President, Treasurer, Fundraising Chair, and SCC Delegate.
   - Must submit a budget to the Sport Club Council.
   - Must attend 100% of Sport Club Council meetings, but will not be voting members.
   - Must submit full roster prior to first competition.
5. Suitable off campus facilities and equipment must be available such that the club can meet, practice, and hold competitions.
6. The club must not create a demand for resources (i.e. staffing, facilities or monetary) greater than that which can be met by the Sport Club Council.
Faculty/Staff Advisor

Organizations are required to have a full-time faculty or professional staff member with a classification of Student Services Professional I or higher, as an advisor. Groups are permitted to have non-University related advisors in addition to their faculty advisor if they wish. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties.

Use of the University's Name

Recognized organizations are permitted to use the name of *California Polytechnic State University, San Luis Obispo* as a means of identifying the organization. This relationship requires that the Sport Clubs follow the University’s Campus Administrative Policy as each organization is an official agent of the University.

Eligibility

1. All fully matriculated undergraduate students registered for at least twelve credit hours at Cal Poly State University are eligible to join a club.

2. All faculty / staff are eligible to join any club.

3. Graduate students, faculty or staff may be restricted from league or association competition. Please check with that league or association in advance of competition for eligibility guidelines.

4. A member is not permitted to practice or play until an Assumption of Risk Form and an Emergency Card have been filled out and signed. These documents need to be kept on file with the Sport Club Coordinator.

5. Intercollegiate athletes are not eligible to participate in Sport Clubs. Please contact the Athletic Director or the Sports Club Coordinator with any specific questions.

6. Alumni are not eligible to participate in the Sport Club Program at Cal Poly State University. Alumni may assist the club in general club operations. Please contact the Sports Club Coordinator with any specific questions.

7. No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.

8. No club may engage in any form of physical or emotional hazing of members or prospective members.
Club Responsibilities

**General Guidelines**

- Each club MUST elect new officers by the end of the Spring Semester (middle of May) for the next academic year. This will give the new officers a chance to get accustomed to their new role before Fall.

- It is the responsibility of the officers to operate the club within the guidelines set forth by the Division of Student Affairs, California Polytechnic State University, San Luis Obispo, and the Sport Club Coordinator.

- It is the responsibility of the club officers and members to be knowledgeable of Sport Club policies and procedures set forth in this manual.

- It is the responsibility of the officers to ensure that all club members are eligible for participation, have proper insurance (each athlete should double check their own insurance) and have a completed and signed Assumption of Risk on file with both the club President as well as the Sport Club Coordinator’s office. Members are strongly encouraged to consult a physician prior to participation in any club sport activity.

- It is the responsibility of club officers to follow guidelines in relation to reserving facilities for practice, competitions, and any fundraising activities.

- It is the responsibility of club officers to follow financial guidelines, reporting procedures and scheduling methods discussed in this manual.

- No Sport Club member, coach, advisor, or other party acting on behalf of the Club may sign or enter into a contractual agreement without the consent of the Sport Club Coordinator. Entering into an agreement or posing as an official representative of California Polytechnic State University, San Luis Obispo in order to contract services or purchase is a serious offense and will be dealt with accordingly.

The club is responsible for its officers and the officers are responsible for the actions of their club members during all club activities. If in doubt use your Sport Club Coordinator as a resource.

**Safety Officers and Risk Management**

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every club develop, implement, and practice the following safety procedures, utilizing the Safety Officer as much as possible:

1. Sport Club Safety Officers, other officers, club members, coaches and instructors should emphasize safety during all club related activities.

2. All participants recognize that they are always responsible for their own well-being and the well-being of the group of which they are a part.
3. Each participant shares with the other members the concerns and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.

4. The club’s Safety Officer is expected to inspect fields and / or facilities prior to every practice, game or special event. Unsafe conditions must be reported to the Recreational Sports Director or their designated representative.

5. Sport Clubs are expected to abide by all local, state and national health and safety regulations.

6. At least one member from each club in addition to the Safety Officer must be certified in CPR and First Aid. At least one of these individuals must be present at all club functions at home or away to handle any emergency situations. A list of those club individuals who are certified in CPR and First Aid must be turned into the Recreational Sports Office.

7. All clubs should have a First Aid kit at each practice session, game and / or special event. If your club does not own their own, they may check one out from the Recreational Sports Office.

8. Participants are obligated to wear proper dress and appropriate protective equipment. If they choose not to use such equipment, the participants must acknowledge that they are doing so at their own risk.

**Coaches**

Club Coaches are not considered to be employees of Cal Poly State University and are not eligible for benefits or salary pay. They may be paid by the sport club.

If a club wishes the services of a non-student coach, members should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability.

Based on their knowledge of the activity, experience, and leadership skills, Coaches must be appointed by the club members. They may be students, faculty or staff of the university or a community member. However, if the coach is to participate in club activities he / she must be a full-time student, faculty or staff member. It is important to note that CLUB SPORTS ARE STUDENT RUN!!!!

The Sport Club Coordinator reserves the right to dismiss a Coach who has acted outside the scope of his / her authority, violated University and / or Sport Club policy, violated state or federal laws and / or displayed conduct which is not in the best interest of the club, Sport Club program and / or California Polytechnic State University, San Luis Obispo. In an effort to maintain a fair and democratic environment, said dismissal will be discussed with club officers prior to dismissal. All Coaches must abide by the following rules:

1. All Sport Club Coaches must set up a meeting with the Coordinator of Sport Clubs to review Sport Club policies and procedures, and to reinforce the role of a Sport Club Coach and scope of the coach’s responsibilities.

2. The Coach shall be aware of and follow all University and Departmental procedures relative to the Sport Club program.

3. The Coach’s purpose is to be involved strictly with coaching and teaching in team practices and competitions. He / she are to refrain from all other areas of club management, including club business matters.

4. Participation in Sport Clubs is completely voluntary, and monetary rewards or scholarships shall not be promised or given to any player or prospective player.
CLUB FINANCIAL PROCESSES

Clubs Accounts

All Cal Poly Clubs have a financial account with ASI that is administered through the Epicenter. Account status, statements, donation deposits and all check and purchase order requests are processed in the Epicenter.

Off-Campus Accounts

Cal Poly clubs are not permitted to have off-campus bank accounts. University policy requires that recognized student clubs (those with active charters) deposit all funds with Associated Students, Inc. The purpose of this policy is to ensure the integrity of club funds from year to year. Requests for checks or transfers to any club account held off campus will not be processed. Additionally, ASI and the University periodically work with local financial institutions to educate them regarding this policy and to confirm that prohibited accounts do not exist. Clubs found to have off-campus accounts risk disciplinary action, which may include loss of recognition as a student organization.

Depositing into a Club Account

This section applies to all deposits except donations – please see “Gift and Donation Processing” below for appropriate donation procedures.

ASI works with SESLOC Federal Credit Union, located on the first floor of the University Union, to maintain Cal Poly club accounts. To deposit money into a club’s account, club members must go directly to SESLOC. Club deposits are accepted at SESLOC between 8:30 a.m. and 4:00 p.m. Monday-Friday unless otherwise posted. The Cal Poly branch is the only SESLOC Credit Union that accepts club deposits.

- Deposit slips, which can be found in the Epicenter, at the UU Information Desk or in SESLOC, should be completed prior to approaching the teller. Amounts should be filled in, by denomination on the left hand side, and the club's name and account number filled out on the right. Write a general description of the type of income being deposited, such as "dues, t-shirt sales, fundraising."

- Please try to ease this process by placing like bills together and rolling coins in coin wrappers. All checks should be sorted by dollar amount.

- An endorsement stamp is available at SESLOC, the UU Information Desk, and the Epicenter. Please make sure that all checks are stamped prior to making a deposit. The Credit Union has a prep counter away from the teller windows that clubs may use for this purpose.

- Do not use the drop box or the walk-up window for club deposits. Deposits must be made in person during designated hours.

- Depositors are required to stay with the teller during the entire fund verification process. This is for the club's protection as well as the bank employees’.
Availability of Funds

There is a delay of three business days between the deposit of funds at SESLOC and the posting of the deposit to the club account. If immediate access to deposited funds is needed, speak to an Epicenter staff member who may be able to confirm deposits and expedite processing in emergency situations if the club is able to provide a copy of the deposit slip from a completed SESLOC transaction.

Gift and Donation Processing

ASI accepts donations on behalf of clubs according to the gift acceptance policy available at http://www.asi.calpoly.edu/about/policies/asi_policy_manual.pdf. Any monetary or gift donation received by ASI is tax-deductible.

Clubs may not deposit donations directly into their SESLOC accounts. Donations must be handled in the following way in order to protect ASI’s non-profit status and to ensure that donors receive tax receipts and special recognition for their contributions:

1. For cash, checks or securities: complete the **Cash/Securities Form** (available at http://www.asi.calpoly.edu/about/forms/ua_cash_form.doc). A separate form must be completed for each donation. **Attach the check or cash to the form and turn it in to the Epicenter.** The donation will be processed and a deposit will be made to the club account.

2. For donations of supplies or other goods: complete the **Gift In-Kind Form**. (http://www.asi.calpoly.edu/about/forms/ua_gik_form.doc). The donor must provide documentation of the value of the donation. **Turn in the completed forms to the Epicenter.**

It is the club’s responsibility to send letters of acknowledgement (thank you notes) to the donors. University Advancement will send receipts separately. Remember that donors are more likely to donate again if they receive acknowledgement.

Earning Interest on Club Accounts

Clubs that maintain an average month-end balance of $1,000 or more for 10 out of 12 months of the fiscal year (July 1-June 30) receive interest on the funds. In July of the new fiscal year, interest earned will be applied to the prior fiscal year’s qualified accounts. Interest will be earned at the annual rate paid by the ASI Investment Account.

Returned Checks

If a check is returned from the bank, ASI Business Office staff automatically sends a collection letter to the individual who wrote the returned check. The letter states that the amount of the check plus a collection fee of $10, in the form of cash, money order or cashiers check, must be paid at the Epicenter.

*If the check writer approaches a club officer to make payment, the individual should be directed by the officer to the Epicenter to make the payment.* The Epicenter will not be able to track payments or record the transaction correctly if done otherwise.

Although the club is initially responsible for all fees and penalties assessed as a result of the returned check, the fees will be reimbursed once collection has occurred. SESLOC charges $5.00 per returned check and the original check amount is reversed from the deposit. ASI charges an additional $5.00 to the check writer for collection activities.
**Withdrawing Funds from a Club Account**

Clubs may withdraw club funds to pay invoices and reimburse club members by filling out a Payment Request Form (PRF). This form requires both an advisor and officer signature (verified from the club’s current charter before processing can begin). If paperwork is submitted with all required information, signatures and back-up paperwork, payment will be available within three business days.

**Payment Request Forms (PRF)**

A PRF is a form that clubs use to request funds to be paid out (in check form or transfer) or reserved (in the form of a purchase order). Original receipts, invoices or estimates must be attached to the PRF for documentation. Other acceptable documentation could include a credit card statement or cleared copy of a personal check. Check with Epicenter staff if you are unsure. Handwritten receipts are not allowed.

**PRF Procedures**

1. Download a PRF from asi.calpoly.edu/uu/clubprograms/forms.php.
2. Check the “Issue Check” or “Issue Purchase Order” box and fill in the date. Fill in the name of the payee and provide the complete mailing address. This information is required even if the check or purchase order will be picked up at the Epicenter.
3. If the payee provided a service (i.e. DJ, speaker) or is a scholarship/award recipient, please fill in the payee’s social security or Federal Tax identification number. Payments will not be issued until this information is received. Please see the section “Contracting for Services” for additional information about service provider payments.
4. Fill in the total amount of the request in the “Amount” line.
5. Fill in the name of your club on the “Account Name” line and the club account number on the “Account Number” line.
6. Indicate by checking the appropriate box whether you would like to have the check “mailed” or “held” in the Epicenter for pick-up. In either case, provide the full mailing address of the recipient. If no box is checked, payments are automatically mailed.
7. Provide a short summary of the purpose of the expenses in the “Description” section such as “supplies for a meeting” or “new uniforms for members.”
8. Indicate the total of the purchases in the “Item Total” column.
9. Provide the “Subtotal,” “Shipping,” and “Tax,” when appropriate. Then add all original receipt totals or invoices together and indicate in the “Total” area. If reimbursing someone for multiple purchases, you may combine receipt amounts for one sum total on the PRF.
10. A club officer and club advisor must sign the Payment Request Form on the appropriate lines. Please print names and phone numbers next to the signatures.

Attach complete back up (original *itemized* receipts or invoices) to the Payment Request Form, which in total matches the amount of the check request. A check will not be generated without an invoice or receipt.
**Purchase Orders (P.O.)**

A purchase order (P.O.) is an official, legal document that authorizes a vendor to deliver an ordered product or service with the promise to pay the vendor once the product or service is delivered and invoiced. Purchase orders are to be submitted to vendors before receiving their product or service.

*In order to be paid, the vendor will submit an invoice to the Epicenter. ASI will request confirmation from a club officer or advisor that the order was received in full before the invoice gets paid. If a club member receives the invoice directly from the vendor, it should be initialed to indicate that the items or services were received. The invoice should then be delivered to the Epicenter so that payment processing is not delayed.*

To request a purchase order, be sure to check the “Issue Purchase Order” box at the top of the PRF form. Fill out the name, address, phone and fax number of the vendor along with the appropriate club information. It is very important to provide complete order information so the vendor receiving the purchase order will not have to call to confirm the items ordered. For ease, attach a vendor estimate or quote to the PRF. Be sure to add tax and any expected shipping charges so the purchase order request adequately reserves the funds needed to process the vendor's future invoice.

Purchase orders are processed within two business days and can be faxed or mailed to the vendor per your instructions on the PRF. For faxed purchase orders, please provide the vendor’s phone and fax numbers, and a contact person as requested on the PRF. A copy of the purchase order will be placed in the club’s mailbox.

**Requesting a Check**

Clubs may pay out of their club account at any time by requesting a check. The treasurer should determine the purpose of the check, complete the necessary paperwork, attach original receipts and submit the request to the UU Epicenter. *By correctly and completely filling out the PRF, treasurers can ensure that payments are made on time.* Check requests are processed on a daily basis. If a Payment Request Form is submitted by 11 a.m., the check will usually be available after 11:00 a.m. three business days later.

**Transfers**

Funds can be transferred from one Cal Poly Club’s account to another by completing a Payment Request Form. Under “Name,” put the club's name and account number to which funds are being transferred. It is not necessary to fill out the “Address” in this situation. Insert the club’s account name and number from whom the funds are being transferred. Under “Description,” write “transfer” plus an explanation of why the transfer is needed. Write the amount you are transferring under “Total.” The PRF must have an officer and advisor signature before it is turned in to the Epicenter. A memo, signed by the club’s advisor, explaining the reason for the transfer is needed as back-up documentation.

**Payments to Vendors**

When requesting a check to pay a vendor for items already received, fill out the PRF completely, and remember to include the vendor’s name and complete address. ASI requires the original invoice or receipt from the vendor attached to the PRF in order to process your request. Do not forget to indicate whether you would like the check to be mailed or held for pick-up.
Back-Up Documentation

Every Payment Request Form (PRF) submitted to the Epicenter must have transaction back-up documentation attached. Back-up documentation is required to protect the club’s money and for auditing purposes. The most common form of documentation for reimbursement is the original sales receipt from the vendor; copies of receipts will not be accepted. All club members should save original receipts from transactions. In situations when a receipt or invoice is unavailable please contact the Epicenter staff for assistance. Submission of a PRF without complete back-up will result in a delay of payment.

Reimbursing Members for “Out-of-Pocket” Expenses

Members often pay club expenses out-of-pocket and request reimbursement after the fact. To reimburse an individual, the club’s treasurer should follow the same check request process. Members must save and attach all original receipts for reimbursable items to the Payment Request Form. If requested, ASI can hold the reimbursement check at the Epicenter for pick-up and release it once signed out or mail the reimbursement check to the individual. Regardless, the address of the payee is required.

Alcohol Purchases and Itemized Receipts

When a club is seeking reimbursement for a purchase from a restaurant, hotel or grocery store, the original receipt must be itemized, showing that no alcohol was purchased; a list of all those in attendance must also be included.

_Under no circumstances may club funds be used to purchase alcohol._

Paying Bills on Time

In the world of business, paying bills on time is a matter of integrity. Promptly paying your club bills sends the message that your club is reliable, professional, and organized. A positive reputation follows the club from year to year. Promptly paying invoices reflects well on the club’s leadership and it gives your club a reputation of being honorable.

The impact of paying bills late or not at all (to venues for banquet reservations for instance) sends the message that your club is lazy, disorganized, or, at worst, dishonest. A poor reputation follows the club in the business community and breaks down trust between community businesses and your club’s leadership. Once the integrity of your club name comes into question it becomes difficult to repair. Remember that using Cal Poly’s name is a privilege given to clubs in exchange for honorably representing the University. Run your club’s financial affairs as if your personal name appeared on every agreement and remember, trust is quickly destroyed but built very slowly. Preserve your club’s good name for next year’s officers.

Paying Sales Tax

Cal Poly Clubs must abide by sales tax reporting laws. California has a “sales and use tax,” which means that for all purchases except for services, sales tax must be paid. If the vendor does not collect sales tax from the purchaser, such as the case when out-of-state orders are made, ASI must assess the clubs for the tax that would have been collected by the State of California directly.
The Epicenter staff will determine if a sales tax reporting issue is present. This assessment may result in a different amount recorded for disbursements than originally requested. It is treated as an adjustment, and advisors and treasurers are not normally notified about the adjustment. Such adjustments are reported on fiscal services and transaction printouts.

Another sales tax issue occurs when an individual pays out-of-pocket for club expenses in addition to personal items on the same receipt. Normally the treasurer will highlight or circle the club items on the receipt and total those purchases to determine the reimbursement due to the club member. Please remember to add the appropriate sales tax to the reimbursement amount. Check the receipt for the appropriate sales tax rate. Epicenter staff members will double-check and adjust the sales tax if necessary. To simplify the payment process, club members should be encouraged to keep personal purchases separate.

**Paying Dues/Membership Fees**

Clubs often have questions about back-up documentation when requesting a check to pay dues and/or membership fees to professional organizations. When unable to secure an invoice from the professional organization, you may provide a photocopy of one membership application and a list of individuals who are joining the organization as back-up documentation. Make sure that the membership fee per individual is clearly indicated on the membership form.

If an individual chooses to pay the membership out-of-pocket and seeks reimbursement after the payment has been made, either a receipt or a photocopy of the cleared check must be attached to the PRF.

**Processing Delays**

There are situations when incomplete paperwork is submitted to the Epicenter for processing. The Epicenter staff does everything possible to minimize the submission of incomplete paperwork by reviewing documents when received, but if a delay is necessary the listed treasurer and/or advisor will be contacted. Incomplete paperwork is held at the Epicenter for three business days, after which time it is returned to the club mailbox until complete documentation can be provided. Once all documentation is submitted to the Epicenter, the process can be completed.

**Delinquent Accounts**

Clubs maintain accounts and privileges by having a positive balance. The Epicenter staff prepares and distributes a list of clubs with delinquent (negative) account balances monthly and to all departments on campus where clubs are permitted to charge for products or services (i.e. duplication, audio-visual, vehicle rentals, catering orders, etc.) as well as to commonly used off-campus vendors. These departments and vendors will not permit clubs to charge to their accounts if they are on the delinquent list. A delinquent account may also result in judicial proceedings against the club.

Treasurers can contact the Epicenter if they believe that their club should not appear on the delinquent account list. The Epicenter staff will clarify the club/organization’s account status.
Charging Privileges (ASI, State, Foundation)

Clubs can charge for services and products with various entities on campus. Each area has its own policy for allowing clubs to charge. Normally the service or product provider does not check with the ASI accounting staff to verify that the club has enough funds to cover the charges. Therefore, it is a good idea to verify fund availability before charging.

- ASI Audio Visual (automatically charged to club account)
- Craft Center
- Mustang Graphics
- Facility Services
- Campus Catering and Backstage Pizza (require a purchase order prior to receiving order)

Financial Statements

Club account financial statements are provided upon request in the Epicenter.

Club Event Co-Sponsorship

Under the Co-Sponsorship funding system approved by the ASI Board of Directors Bill #05-03: “ASI Financial Support of Club Activities,” ASI became a financial partner in club events that serve the Cal Poly community and are designed to reach a broad student audience.

Co-Sponsorship is available to current and chartered clubs at a minimum of $500 and a maximum of $2,500 per event. Each club is limited to $2,500 total Co-Sponsorship funding for the entire academic year. ASI can provide funding up to $2,500 for a single event, but only when total projected costs are $5,000 or more. The awards will be granted to clubs directly by the University Union Epicenter.

A complete application must be submitted to the UU Epicenter no later than 14 days prior to the event. Applications for Club Event Co-Sponsorship and detailed funding criteria are available at the UU Epicenter and on our website, www.asi.calpoly.edu/uu/clubprograms.

Review of Applications

The UU Epicenter will begin reviewing requests during the second week of each quarter. Requests for Co-Sponsorship will be assigned a priority number upon receipt at the UU Epicenter. Requests will be regularly reviewed and approved by the UU Epicenter in conjunction with the Co-Sponsorship Liaison.
Dispute Resolution

If the club leadership and the Epicenter staff have a genuine disagreement regarding interpretation of the established criteria, the decision can be appealed to the ASI Board of Directors. If the club leadership decides to appeal the decision to the Board, a representative of the club will meet with the Chair of the Board to clarify the grounds for appeal. The appeal will be agendized for the ASI Board of Directors under the Co-Sponsorship report. The Co-Sponsorship Liaison will introduce the club leaders who will present their appeal to the Board. A member of the club leadership must attend the ASI Board of Directors meeting to discuss the appeal. If a club representative is not present at the meeting the appeal will not be considered.

All ASI Board of Directors decisions regarding Co-Sponsorship appeals are final. If the appeal is denied the club may revise the proposal to fit the established criteria and re-submit the proposal for consideration by the UU Epicenter. Proposals re-submitted after Board of Directors appeals do not retain the previous priority position.
CONTRACTING FOR SERVICES

When a club enters into an agreement with a service provider it is important to document the terms of the relationship in the form of a service agreement or contract. Documentation protects the club while also ensuring that there are no misunderstandings regarding terms of the agreement, including payment, between the service provider and the club. All clubs operate under the corporate umbrella of the University; therefore a designee of the Student Life and Leadership Department is the only individual who has the authority to legally bind clubs to agreements.

*If your club is going to enter in an agreement with a service provider, all contracts or services agreements must be brought to the Epicenter at least 14 days prior to the event date for signature. Student Life and Leadership will review the paperwork and forward all contracts to the office of Contracts and Procurement.*

Examples of frequently contracted services include DJs, bands, public speakers and the rental of buildings or spaces used for club events.

Standard Service Agreement forms are available at the Epicenter. The Epicenter staff is available to review service agreements and contracts to ensure that terms are fair and reasonable for all parties involved. Individual service providers may have their own service agreement or contract; however it may be in the best interest of the club to use ASI’s service agreement. The template has been reviewed to ensure that it meets the specific needs of our organization.

Income earned by individuals and certain types of businesses who provide a service to the club is taxable and it is the responsibility of ASI to report to the IRS any such payments made by clubs to service providers. Any PRF submitted requesting a check for payment of a service must include the service provider’s Social Security or Federal Tax Identification number along with a completed W-9 form (available in the Epicenter).
Required by all:
- All athletes must be Cal Poly Students
- All sport clubs must be chartered Cal Poly clubs that are recognized by the university
- Required 100% attendance at Sport Club Council Meetings
- Must submit all appropriate and required paperwork on time

Tier: Gold
Must meet 5 out of 6
- Must have a roster of at least 25 athletes
- Must compete towards a National Championship
- Must have at least 10 organized scheduled games or competitions
- Must fundraise 10% of annual operating budget
- Must have paid coach with active role that does not compete
- Must have 3 practices per week

Tier: Green
Must meet 5 out of 6
- Must have a roster of at least 15 athletes
- Must compete at state/regional level
- Must have at least 6 organized scheduled games or competitions
- Must fundraise 7% of annual operating budget
- Must have paid and or volunteer coach with active role that does not compete
- Must have 2 practices per week

Tier: White
Must meet all requirements
- Must have a roster of at least 8 athletes
- Must compete at local level
- Must have at least 4 organized scheduled games or competitions
- Must fundraise 5% of annual operating budget
- Must have 1 practice per week

Probation Period
- Must maintain membership of 5 athletes or minimum number of players to field a team (relative to sport)
- Sport Club Council reserves the right to define sufficient membership
- Must complete a full competition season with maximum of one forfeit
- Must be chartered as a Cal Poly club and be recognized by the university
- Must have an officer core including President, Vice President, Treasurer and Fundraising Chair
- Must submit a budget to the Sport Club Council
- Must attend 100% of Sport Club Council meetings, but will not be voting members
- Must submit full roster prior to first competition
- Required oral presentation to the sport club council at the first meeting of fall quarter
- No grant funding will be allocated while in the probation period
  - Second year ability to apply for Tier 1
  - Third year ability to apply for any tier that they are eligible for
- Maximum time in probation period is one year
- If not able to maintain criteria of the probation period, not eligible to re-apply for 2 years
Point System

<table>
<thead>
<tr>
<th>Fundraising</th>
<th>Membership</th>
<th>Member Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 5%</td>
<td>1 8</td>
<td>1 &lt;$25</td>
</tr>
<tr>
<td>2 7%</td>
<td>2 15</td>
<td>2 $25 - $99</td>
</tr>
<tr>
<td>3 10%</td>
<td>3 25</td>
<td>3 $100 - $299</td>
</tr>
<tr>
<td>4 15%</td>
<td>4 45</td>
<td>4 $300 - $499</td>
</tr>
<tr>
<td>5 &lt;20%</td>
<td>5 65</td>
<td>5 &gt;$500</td>
</tr>
</tbody>
</table>

Community Involvement
3 Per community service project with 50% and/or 15 athletes

National Participation
1 Local Championships
2 State/Regional Championships
3 National Championships

Minus Points
Missed Deadlines – 1 point per deadline per day
Disciplinary Actions - Discretion of Council
Missed Sport Club Council Meeting – 3 points per meeting and $50 fine
Cal Poly Club Sports Program

Athlete Code of Conduct

As a participating athlete in the Cal Poly Club Sports Program, I agree to abide by the following:

I will conduct myself accordingly, responsibly, and professionally, at any and all Cal Poly Sports Club sponsored activities. These include home and away matches, as well as any extracurricular activities

- I understand that my actions impact my team, the Club Sports Program and Cal Poly State University
- I will represent Cal Poly and my team in a professional and positive manner
- I will show respect to all competition officials, opposing team members, spectators, and Cal Poly University employees
- I will adhere to all Cal Poly State University policies and procedures. These include; the Club Sports Program Manual, Recreation Center Building Policies, Cal Poly Sports Complex procedures, and all other University policies and procedures and/or remain as a functioning entity of Cal Poly State University
- In accordance to the University Alcohol and Hazing Policies, I recognize that the University and the Club Sports Program observes a NO tolerance rule. I also understand that failure to comply will adversely affect my team and myself
- I understand that my actions may affect my ability to participate in any of the aforementioned programs

I understand that if I do not adhere to the above guidelines then the following consequences may occur. I also understand that the following consequences are not progressive, meaning that one does not have to precede the other. The severity of the offense will determine whether other entities become involved. I understand that the University reserves the right to inform campus officials of infractions, and that their decisions are independent of any decisions made by Club Sports Program.

Individual Violations:

- Probation and placement on contract by the Associate Director of Dean of Students.
- Community service hours assigned by the Associate Director of Dean of Students.
- Suspension from sport activity for a duration of time based on severity of the offense
- Removal from Club Sports Program

Team Violations:

- Probation and placement on contract by the Associate Director of Dean of Students
- Referral to University Judicial Affairs for University disciplinary action
- Community service hours assigned by the Associate Director of Dean of Students
- Forfeiture of a number of competitions based on the severity of the offense
- Forfeiture of activities, privileges, or services provided to team (including competitions, facilities, and finances)
- Suspension of the team from the Club Sports Program
The Associate Director and/or the Director of Dean of Students are responsible for determining the severity of the offense and the resulting consequence(s). They will also determine whether sanctions should be taken against an individual or the entire team. Decisions made by Dean of Students are final.

<table>
<thead>
<tr>
<th>Athlete’s Name (Please Print)</th>
<th>Date: __</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Student ID #: __________________________</td>
</tr>
</tbody>
</table>

I have read and understand the above Athlete Code of Conduct, and with my signature, agree to abide by its contents.