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PURPOSE OF THIS HANDBOOK

This handbook has been compiled to serve as a policies and procedures reference for the Club Sports Council, all Club Sports Teams recognized by Appalachian State University, and the staff of University Recreation.

The manual serves to assist teams in the administration of their organizations and outlines the standards, policies, and procedures that they should follow. These guidelines are written to ensure fair and equal opportunity for all Appalachian State University Club Sports Program participants.

The policies and procedures of this handbook reported are not inclusive. Those reported were selected based on their immediate concern for members of the Club Sports Program. Questions and concerns not addressed in this manual should be directed to the Director of Club Sports, the Club Sports Executive Board, or the University Recreation Department.

INTRODUCTION

A Club Sports team is an organization formed by individuals with a common interest to participate in a particular competitive sport. More specifically, Club Sports teams are formed so the participants can learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship. This program emphasizes student leadership and offers opportunities for learning. Each team is responsible for the motivation, administration, support, and regeneration of their club.

The Club Sports Program at Appalachian State University is designed to offer opportunities for Students, Faculty and Staff of the University to participate in a variety of competitive sports and recreational activities. Each team is organized and conducted by its members under the director of the Club Sports Council.
The Club Sports Program is designed to meet the competitive athletic desires of students, faculty and staff of Appalachian State University. Many student/athletes choose Club Sports because their sport is not offered through the varsity or intramural sports programs or they do not wish to make the time commitment necessary for a varsity sport. Unlike intramural sports, Club Sports competes against other institutions of higher education from the local and regional area on a non-varsity level.

Each Club Sports Team is a registered student organization that provides instruction, organizes practice and schedules competition in a specific sport. As a student organization, each team is administered, developed and coached by students on that team. Teams may have larger or fewer members based on the level of interest in that sport. Club Sports are partially funded through the University and no athletes are on scholarships.

Our athletes play for the “love of the game” and the lasting relationships established with their teammates.

Attracting and retaining students in competitive sports activity is the driving philosophy of the Club Sports Program. To meet this goal, the program provides leadership development through the Club Sports Council. Comprised of one elected officer from each team, the Council establishes and enforces all Club Sports policies and procedures. The Council strives to improve each team through leadership development presentations and activities by combining team resources.

Through this administrative process, the club leadership is better informed and more efficient. Subsequently, the Club Team’s members can get more from participation on their team.

The Club Sports Program is a part of the University Recreation department under the division of Student Development. Each Club Sport team is recognized as a Club within the Center for Student Involvement and Leadership at Appalachian State University.

We are the playground for ASU students developing strength in body, mind and character.

THE STUDENT DEVELOPMENT MISSION

A student who learns at Appalachian State University integrates both in-class and out-of-class experiences. These educational efforts are directed at developing both intellect and character of students.

To accomplish this, the University makes available a wide range of educational experiences through programs and activities that complement and support the academic experience in the classroom. Although the primary focus of these activities is to advance student learning, they also provide needed services, support and recreational opportunities to help students meet the challenges of college and to enhance the quality of student life.

STUDENT DEVELOPMENT LEARNING GOALS

Students who participate in Student Development activities and services will develop more fully within each of these goals.

1. Enhancing Self Awareness
2. Developing Autonomy
3. Living Ethically
4. Becoming Intentional Learners
5. Fostering Healthy Relationships
6. Appreciating Diversity and Different Perspectives
7. Understanding Community Responsibility


NATIONAL INTRAMURAL RECREATIONAL SPORTS ASSOCIATION:
N.I.R.S.A.

NIRSA is the leading resource for professional and student development, education and research in collegiate recreational sports.

NIRSA was established in 1950, when Dr. William Wasson convened a meeting of 22 African-American men and women for 11 Historically Black Colleges and Universities at Dillard University in New Orleans.

Headquartered in Corvallis, Oregon, NIRSA now includes nearly 4,000 highly trained professional, student and associate members throughout the United States, Canada and other countries. Serving an estimated 5.5 million students who regularly participate in campus recreational sports programs, NIRSA members are actively engaged in many areas of campus life: student leadership, development, and personnel management; wellness and fitness programs; intramural sports; sport clubs; recreation facility operations; outdoor recreation; informal recreation; and aquatic programs.

ADMINISTRATION OF THE CLUB SPORTS PROGRAM

University Recreation provides guidance to the Club Sports Program and schedules campus recreational facilities for practices and games.

Administrative Personnel

1. **Director of University Recreation** oversees all six program areas within University Recreation and serves as a resource to the Club Sports Council.
   a. Name: Joe Carter
      Phone: 828-262-6304
      Office: SRC Rm 114
   b. Primary contact is the Assistant Director for Club Sports

2. **Associate Director of University Recreation** oversees the scheduling of all campus recreational sports facilities, the Club Sports Program and serves as a resource for the Club Sports Council.
   a. Name: Eddie Simmons
      Phone: 828-262-6584
      Office: SRC Rm 209
   b. Primary contact is the Assistant Director for Club Sports.

3. **Assistant Director for Club Sports** serves as a resource for and advisor to the Club Sports Council and all Club teams. This position is responsible for the smooth operation of the Club Sports program. This includes developing programs that enhance the Club Sports program as a whole, as well as the day-to-day operations of the program.
   a. Name: Erin C. Sanders
      Phone: 828-262-4953
      Office: SRC Rm 111
   b. Primary contact for the entire Club Sports program

4. **Club Sports Council Executive Board** serves as the peer elected board from within the Club Sports program. The responsibilities of the Executive Officers include, but are not limited to the following:
   a. Assisting the Assistant Director for Club Sports, the Associate Director of University Recreation and the Director of University Recreation.
   b. Running the Club Sports Council meetings;
   c. Overseeing the Club Sports Council agenda, recording minutes and maintaining accurate records of Council happenings;
   d. Maintaining official team roster database; Processing travel forms; Office Paperwork
   e. Implementing Club Sports Council disciplinary actions; Compiling the Club Sports Program End-of-Semester and Annual Reports;
Facilities

1. Club Sports Office
   a. Address: ASU Box 32081, Boone, NC 28607
      Phone: 828-262-2100
      Fax: 828-262-3033

2. Practice/Competition
   a. Student Recreation Center (Main Gym, Auxiliary Gym, Swimming Pool, Climbing Wall, Cardio Room, Jogging Track, Weight Room, Meeting Rooms & Administrative Offices).
   b. Quinn Recreation Center (Racquetball Courts, Aerobic floor, Free/Cable Resistant and Free Weight Area, Basketball and Volleyball courts).
   c. Mt. Mitchell Life Fitness Centre (Dance Studio and Aerobics Area)
   d. Outdoor multi-purpose fields on State Farm Road

Varsity Athletic Facilities
   a. Kidd-Brewer Stadium
   b. Sofield Building
   c. Varsity Gymnasium

SCHEDULING FACILITIES

UREC and Varsity Facilities:

These facilities must be scheduled through the Club Sports Office via an online submission form no less than two weeks in advance. For major hosting events, the Club Sports Office requests a one month request submission.

a. Only officers of the team may reserve a facility.
b. The reservationist must meet with the Director for Club Sports prior to the event. (single match: Monday or Tuesday the week of; multi-team event: weekly at least three weeks prior to event.)
c. Do NOT advertise for the event prior to the approval of the facility. The approval will come in the form of an email.
d. Varsity and UREC requests must go through the Club Sports Office. (Do NOT contact Varsity Athletics to reserve a facility)
e. Failure to comply with any of the scheduling policies and procedures will jeopardize your privilege of utilizing ASU’s facilities for hosting events.
EXECUTIVE BOARD

The Executive Board is the administrative arm of the Council and ensures its smooth operation. The Board is responsible for creating the Council’s agenda, leading regular meetings, taking attendance, recording minutes and Council actions, assigning subcommittee work, planning the year-end banquet, managing all club paperwork, presenting program accomplishments and statistics, and assisting in planning the Officer Conference and Symposium. The Executive Board will meet with the Club Sports Director and publicity Programmer weekly to discuss key issues and assign tasks as needed. Each Executive Board Member will have an equal voice/vote in all Executive Board decisions (Executive Members will not have a vote in Council decisions unless in the event of a tie.) The Executive Board will not be allowed to officially represent their clubs in Council Meetings.

Responsibilities of the Executive Board Members

In addition to those listed previously, the Club Sports Executives rotate recording weekly minutes of Executive Board meetings. Responsibilities also rotate during Club Sports Council Meetings: Leading, Recording Minutes and Prepping for Meetings. Responsibilities also include taking role at Council Meetings, reporting decisions made by the Executive Board and helping promote Club Sports to the University community.

Executive Elections and Terms

a. The Executive Board Members must be elected by the Council prior to the last meeting in March for the upcoming academic year.

b. Any officer failing to fulfill his/her responsibilities or found to be in violation of University policies may be removed from office with a two-thirds majority vote of the Council’s membership.

c. If an officer steps down from his/her position, the candidate who received the next highest number of votes can accept the position. Otherwise, a new officer election is held among interested council members.
CLUB SPORTS COUNCIL

Purpose of Council

The mission of the Club Sports Council is to develop leadership, sportsmanship, competition and recreational opportunities. The Club Sports Council will strive to provide leadership, coordination and cooperation among all of the Appalachian State University Club Sports Teams.

The Council is an association of student-run Club Sports Teams united to provide opportunities for competitive sport activities at all levels of ability and serves as a liaison between the member teams, the Director for Club Sports, Club Sports Executive Board and the University Recreation Department. The Council encourages members of the Appalachian State University community to experience responsibility and leadership challenges and establishes policies and procedures for the operation of the Club Sports Teams.

The Appalachian State University Club Sports Council Constitution may be found in the Handbook Appendix.

Responsibilities

The responsibilities of the Council are to provide the following:

1. Administrative leadership to support the Club Sports Program.
2. Regularly scheduled meetings.
3. Recognition of new teams.
5. Disciplinary review and corrective action.
6. Recommendations concerning policies, procedures and participant concerns.

Meetings

A. The Council will meet every other Wednesday during the regular fall and spring semesters or as designated by the Council.

B. Each member team must be represented at all Council meetings by the Council representative. The Council representative may have one excused absence per semester but must be replaced by a recognized team officer.
C. Penalties for absences are as follows:
   1. First Offense
      Team is given a warning of what may happen if they continue to miss Council meetings.
      Team loses 1 Budget Point; considered a “Minor Infraction”.
   2. Second Offense
      Team loses second allocation for the given semester, equal to and not more than ¼ of total yearly budget. If the absence occurs after the allocation, the team will be penalized for the following year equal to and not more than ¼ of total yearly budget. Team loses another Budget Point.
   3. Third Offense
      Team loses all remaining funds, and the club may be suspended from the Club Sports Council with a two-thirds majority vote of the membership. If the absence occurs after the allocations, all funding will be removed for the following year.
   4. Fourth Offense
      Team will be dismissed from any affiliation with the Club Sports Council. (Note, if team has a varsity sport on campus, the team has 3 semesters to reapply for membership in the Council or they will not be able to apply for membership.)

D. Tardiness
Tardiness to a Club Sports Council Meeting is defined as arriving within ten minutes after start time which will be recorded by the Club Sports Executives.
   1. First Offense
      Team is given a warning of what may happen if they continue to arrive late to Council Meetings.
   2. Second Offense
      Team will be given an absence from Club Sports Council. Please see above for penalties for absences.
   3. Third Offense
      Team loses 2 budget points.
   4. Fourth Office
      Team will be given an absence from Club Sports Council. Please see above for penalties for absences.
Robert’s Rules


Specifics will be explained at the first Club Sports Council Meeting of each semester. All individuals attending Council Meetings are expected to know and be able to execute Robert’s Rules, ASU Club Sports Edition.

Voting

1. Each team will have one (1) vote per issue.
2. The Club Sports Council Representative will serve as the voter from the team; if the representative cannot be there, there must be a recognized officer from the respected team to vote in their absence; an Executive Officer cannot serve as a voting representative from his/her team.
3. In the event of a tie, the Executive Board Members will cast the deciding vote.
DISCIPLINARY REGULATION BY THE COUNCIL

General

1. The Council may review any action in violation of the Club Sports Program, University and/or federal, state and local laws and regulations.

2. The Council may consult the Director for Club Sports, the Director of University Recreation, the Office of the Vice-Chancellor for Student Development or other appropriate staff members for clarification of policies or recommended action regarding any inquiry, investigation, violation or other disciplinary concerns.

Minor Infractions

Examples of minor infractions include, but are not limited to, the following situations: 1st missed meeting, University Poster or Amplified Sound Policy violations (see C.S.I.L. for more information), failure to notify the Club Sports Office of a canceled practice, failure to turn in in paperwork on time, allowing ineligible individuals to participate in team activities (see Membership Eligibility Guidelines), etc.

A. First Offense

If the violation is the team’s first during the current academic year and the team is not under probation from violations committed the preceding year, the following steps are to be taken:

1. Violation is discussed between the Director of Club Sports and Executive Board.

2. Executive Board will make a recommendation for disciplinary action to the Club Sports Council.

3. The Council will vote on the recommendation. If the recommendation is not approved, the Council must approve an acceptable disciplinary alternative.

4. The Director of Club Sports along with the Executive Committee will notify the Club Team Officers in writing; stating the following:

   a. The reason for the disciplinary action;

   b. The length (if any) of the disciplinary action;

   c. The consequences the team will face if additional infractions occur;

   d. The team’s right to appeal to the UREC Council.

5. The Director of Club Sports will send a copy of the above notification to the Director of University Recreation and Dean of Students for their records.
B. Second Offense
If the violation is the second during the current academic year, the following steps are to be taken:
1. Violation is discussed between the Director of Club Sports and Executive Board.
2. Executive Board will make a recommendation for disciplinary action to the Club Sports Council.
3. The Council will vote on the recommendation. If the recommendation is not approved, the Council must approve an acceptable disciplinary alternative.
4. The Director of Club Sports along with the Executive Committee will notify the Club Team Officers in writing; stating the following:
   a. The reason for the disciplinary action;
   b. The length (if any) of the disciplinary action;
   c. The consequences the team will face if additional infractions occur;
   d. The team’s right to appeal to the UREC Council.
5. The Director of Club Sports will send a copy of the above notification to the Director of University Recreation and Dean of Students for their records.

C. Third Offense
If the violation is the third or more during the current academic year, this is a major infraction. See “Major Infractions” for procedures.

Disciplinary Actions Available to the Club Sport Council
1. Denial of practice facility
2. Denial of home game facility
3. Removal of any or all University Recreation funding (usually removed in ¼ sections, e.g. ¼ for 2nd infraction, full for 3rd, etc.)
4. Probation (removal of all University Recreation funding, and “last chance” status)

Major Infractions

Examples of major infractions include, but are not limited to, the following:

A. Displaying conduct that is incompatible with the University’s function as an educational institution and the purpose of the Club Sports Program (i.e., unsportsmanlike conduct towards officials or opponents and disruptive or unlawful behavior on trips);
B. Misusing club funds;
C. Allowing unaffiliated individuals (those without active form of Appalachian State University ID) to participate in team activities (see Membership Eligibility Guidelines);
   a. Coaches must have appropriate forms on file to be considered affiliated without need of activated form of Appalachian State University ID
D. Any Club violation of the University Alcohol Policy.
For all major infractions, the following steps will be taken:

1. A meeting with the Club Team Officers and the Executives of the Club Sports Council is scheduled.
2. Input from appropriate administrators and staff members may be solicited when necessary.
3. The Director for Club Sports, the Club Sports Executive Board and Director of University Recreation make a disciplinary recommendation to the Club Sports Council.
4. The Council votes to approve or reject the recommended disciplinary action. If the recommendation is rejected by the Council, the Council must draft and approve an acceptable disciplinary alternative.
5. The Director of Club Sports along with the Executive Committee will notify the Club Team Officers in writing; stating the following:
   a. The reason for the disciplinary action;
   b. The length (if any) of the disciplinary action;
   c. The consequences the team will face if additional infractions occur;
   d. The team’s right to appeal to the UREC Council.
6. The Director of Club Sports will send a copy of the above notification to the Director of University Recreation and Dean of Students for their records.

Disciplinary Actions Available to the Club Sports Council

1. Probation (removal of all University Recreation funding and “last chance” status);
2. Monetary fines against next year’s allocated budget;
3. Suspension from the Council and with it all privileges of facility use for one (1) year;
4. Suspension from the Council for a longer period of time;
5. Recommendation of further review by the Director of University Recreation;
6. Any other appropriate disciplinary measure;
7. Any combination of the above measures.

Probation

Any Club Team that is placed on probation must abide by the following considerations:

1. The Club Team will not be awarded any University Recreation funding for the probationary period.
2. The Club Team must uphold all University Recreation and Club Sports policies.
3. The Club Team will be allowed to schedule University Recreation facilities for practice and competitions and will receive any and all appropriate risk management considerations regardless of their probation. However, if there is a scheduling conflict between Club Sports, the team “in good standing” with the Club Sports Council will receive priority.
4. The Club Team will be made aware of their “last chance” status and that any further violation of University Recreation of Club Sports Policies may result in a suspension or further penalties.

5. The Club Team will deliver a presentation to the Club Sports Council near the end of their probationary status describing what they have done and why they should be returned to normal Club Team status.
   a. Teams first petition to Club Sports Council will result in one of the following:
      i. Full reinstatement;
      ii. Continual probationary status for one fiscal year;
      iii. Suspension for a minimum of one fiscal year;
   b. Teams second petition to Club Sports Council, if a continual probation is sanctioned, will result in one of the following:
      i. Full reinstatement
      ii. Suspension for a minimum of one fiscal year

6. The Club Team will be able to earn budget points for the following year and will be expected to submit all paperwork supporting that process as well as submit receipts for all club expenses.

Suspension

Any Club Team that is suspended for any length of time must abide by the following considerations:

1. The Club Team will not be recognized by Appalachian State University
2. The Club Team will not have access to any facilities or privileges available to any club or organization recognized by Appalachian State University.
3. The Club Team will not compete as the “ASU ‘SPORT’ Club Team” in any competition locally, regionally, nationally or internationally during their suspension.
4. The Club Team or interested members will not represent themselves to anyone as the “ASU ‘SPORT’ Club Team.”
5. Any Club that is returned to a “Club in good standing” status will begin their longevity Budget Points consideration at 0 years.
6. Any club that is returned to a “Club in good standing” status will spend at least the remainder of the academic year on a probationary status. The Club Sports Council may decide to extend that status for a longer period of time.
Reapplication for Club Sports Status following suspension:

1. Club must comprise a proposal to the Club Sports Executive Officers for review.
2. Officers of the reapplying club must meet with the Executive Officers and Director of Club Sports to discuss feasibility of returning to the Club Sports Program.
3. All Clubs will be considered a “New Club” applicant.
   a. Sports which have a Varsity Program on campus will be exempt from the “Varsity Rule” for three (3) semesters.
4. Reapplying Clubs must present proposal to Club Sports Council. This is done after all of the above is completed and the Club is added to the Council agenda.

Implementation and Enforcement

Any disciplinary ruling approved by the Club Sports Council will then be presented to the Director of Club Sports for implementation and the written notification will be given to the team/individual(s) in violation.

Disciplinary Appeal Process

Decisions of the Club Sports Council may be appealed by the following procedure:

1. Written notification for the Club Sports Team/Individual(s) will be given to the Director of Club Sports and the UREC Council Programmer stating the reasons for the appeal and any circumstances related to the situation that caused the violation.
2. The UREC Council Programmer will place the appeal on the itinerary for the next scheduled UREC Council Meeting.
3. After the appeal presentation, the UREC Council membership may vote to do the following:
   a. Uphold the original decision;
   b. Modify any penalties assessed;
   c. Repeal all of any combination of the penalties assessed;
   d. Table the penalties pending further review or investigation;
   e. Refer the appeal to the Director of University Recreation for a recommended course of action.
CLUB SPORTS TEAMS

Requirements to maintain Club Sports Recognition:

Meetings/Presence at Events

1. All teams must have representatives attend and participate in Club Expo at the beginning of the Fall semester. Participation in the Spring Club Expo is optional.
2. All teams must have representatives attend and participate in UREC Fest, first Wednesday of classes, each Fall semester.
3. All Officers must attend the Officer Conference during the first week of classes. Sign up at Club Expo with the Director for Club Sports and/or the Executive Board.
4. All Officers must attend the entire Club Sports Symposium during the Spring Semester.
5. The Club Sports program must have at least one representative on the UREC Council.

Documents

Each team must file the following documents with University Recreation:

1. A typewritten and electric copy of its constitution and bylaws.
2. Certification of a faculty advisor and a list of current team officers whose names, email addresses and telephone numbers will be on file.
3. An affidavit signed by all of the current officers declaring the following:
   a. All active members have submitted the required medical and liability release forms
   b. All officers have read the Club Sports Handbook
4. An up-to-date membership roster.
   a. Roster verification by the ASU Registrar: A completed form from the conference/association must be turned into the Director five (5) business days prior to due date.
5. Coaches Contact (if applicable).

Other Items

1. Each team must have a team ASU Box with the Appalachian State Post Office.
2. Each team must have current bank account information on file in the Club Sports Office to receive direct deposit.
Eligibility Guidelines

Team

1. All Clubs must have a minimum of 12 participants on the roster at all times. To be considered a valid participant, he or she must have all of his or her paperwork in to the office.
2. No teams may cut a player based upon experience or ability. Individual Club Membership status is determined by each Club Team’s Constitution.

Member

1. All current-semester enrolled students (full, part-time and graduate) and full-time faculty and staff of Appalachian State University are allowed to participate on Club Sports Teams. Dependents, spouses and significant others of students, staff and faculty are not permitted to participate on Club Sports Teams. Individual conference and league requirements may vary; ex. Requirements as a fulltime student in good academic standing with the University.
2. Students who withdraw from Appalachian State University during a term are ineligible for continued participation in Club Sports events/practices from the date of their terminated enrollment.
3. Alumni not currently enrolled in classes or current employees of Appalachian State University are NOT allowed to participate in Club Sports team activities.
4. All team members must complete the following before they are eligible to participate in team practices or competitions:
   a. Fill out and submit Medical/Informed Consent Form to the Club Sports Office.
   b. Provide proof of insurance coverage.
   c. Update any information on the Medical/Informed Consent Form when information changes
5. Current Varsity, Junior Varsity, Letter-Winners, Grant-in-Aid and “Red-Shirted” athletes of Appalachian State University are NOT eligible to participate on a Club Sports Team in their varsity sport. The Council reserves the right to assess the eligibility of these athletes individually.
6. Any student who tried out for a Varsity or Junior Varsity sport and was cut or dropped is immediately eligible for participation in that Club Sport.
7. Transfer or graduate students are eligible for Club Sports team participation and are subject to the same restrictions as listed above for Appalachian State University students.
8. Team Officers are ultimately held responsible for checking the eligibility of their players.
9. The ignorance of guidelines, rules, regulations and ineligible players is not considered an acceptable excuse for any Club Sports team member.
Intramural Participation of Club Sports Students/Athletes

CLUB SPORTS ATHLETES are defined as people who meet any of the following criteria:

a. Have participated in scheduled practices and/or extramural games/matches with the Club Team;

b. Have paid membership dues to the Club;

c. Are listed on the Club Sports roster with current MIC on file;

d. Are recognized by the Club President as a team member for valid reasons other than those listed above.

A Club Sports member will maintain his or her club sport status for one full academic year (Fall – Summer) regardless of when their competitive season is.

Intramural teams may have one (1) Club Sports member on their roster regardless of the number of required players for that sport in Semi-Pro League.

Intramural teams may have two (2) Club Sports members or one (1) ex-varsity/ex-professional (no combination) on their roster regardless of the number of required players for that sport in the Pro League.

Team Member’s Roles

Within each Club Sports Team, the members have unlimited opportunities to become involved with the organization, administration and supervision of their team. The responsibilities of team members include, but are not limited to the following:

1. Formulating and writing the team’s constitution and bylaws;
2. Determining membership requirements;
3. Developing of team rules and regulations;
4. Establishing dues;
5. Selecting of an advisor and coaches/instructors;
6. Upholding University and Club Sports Council policies;
7. General organizing and administering of team activities, business, budget, etc.;
8. Completing and returning all required forms and waivers within established deadlines;
9. Providing proof of insurance;
10. Generating funds.
Officers

Since the Club Sports Teams are self-administered, each team’s officers are vital parts of their success. The range and effectiveness of the Club Sports Teams depends upon these individuals.

Things to remember for each team:

A. Constitutions must be updated every two (2) years

B. All Officers for each Club Sports Team must be elected by the first CS Council meeting in April.

C. Team Officers must ensure that all players have filled out and submitted their Medical and Informed Consent Form.

D. Team Officers must complete the following forms annually:
   a. Club Registration Form (online with C.S.I.L.)
   b. Team Roster Form
   c. Officer’s Affidavit
   d. Club Sports Information Sheet

E. Team Officers must complete the following forms each semester:
   a. Master Schedule
   b. Semester Reports
   c. Budget Points Checklist

Club Sports will recognize and require the five (5) following positions as official officers for each club: President, Vice President, Secretary, Treasurer, and Council Representative. Additional Officers which would like to be recognized by the Club Sports Office need to submit a list of duties and responsibilities. All officers must be currently recognized ASU students.

It is the responsibility of each team to decide what administrative structure their team requires and how to delegate duties and responsibilities in their constitution. Listed below are some general guidelines. These should not be considered a complete listing of the officer’s duties and may vary among teams.

President

1. Serve as the liaison between the team, Club Sports and University Recreation Department.
2. Assure that his/her respective team is complying with rules and regulations of ASU.
3. Verify that all required paperwork is on file and up-to-date.
4. Preside over team meetings.
5. Assure that the team’s financial obligations are being met.
6. Familiarize new officers with the routines and guidelines for team operations.
7. Keep in his/her possession Emergency Contact information/MICs at all team functions.
Vice President

1. Work closely with the President in coordinating organization activities.
2. Preside over team meetings and business during the President’s absence.
3. Assume all duties of the President in the event the President cannot complete his/her term.
4. Be the liaison between the team and other schools when scheduling competitions.
5. Schedule facilities for team practices and competitions.

Treasure

1. Maintain accurate financial records for the team.
2. Order any equipment, pay for tournaments, etc.
3. Receive, record and receipt dues from team members.
4. Keep the team updated with financial activity.
5. Meet with the Executive Officers to return receipts and proof for budget points.

Secretary

1. Record and circulate minutes of team meetings.
2. Conduct correspondence for the team.
3. Update team roster as necessary.
4. Circulate publicity information about the team.
5. Oversee the handing and submitting of required forms and paperwork.

Club Sports Representative

1. Attend and participate in all Club Sports Council Meetings
2. Participate in Committee activity
3. Report back to team officers regarding Council activities and requirements of individuals’ teams (i.e., forms and deadlines)

Other Administrative Support

Advisor

All teams are required to select a willing advisor of the Appalachian State University faculty or staff who has an interest in their activity. The advisor is an important aspect of the Club Sports Program. Acting in an advisory capacity, this person is not to assume leadership of the organization, but is encouraged to work closely with the officers and to offer input into the organization. His/hers role is to lend experience in helping each team mature and reach its full potential.
A good advisor will provide continuity in a team’s program by bridging the gap in student changes from year to year and supplying knowledge of University policies.

An advisor may assist a club in the following areas:

1. Counseling and advising team members.
2. Meeting frequently with the team’s officers.
3. Attending team meetings and activities sponsored by the Club.
4. Assisting in obtaining requested resources about the University concerning team matters.

Coaches

1. If desired, it is the responsibility of team members to secure the services of a coach for their team. Each Club Team must have all coaches sign a written contract with the Club Team. A copy needs to be kept on file at the Club Sports Office. Contacts are found on the website.
2. The Coach must limit his/her involvement with the team to instructing in practice and competition, and must not participate in other areas of team management.
3. The Coach must work with ALL participating members.
4. The Coach may not serve as the team’s liaison with University Recreation Department of the Club Sports Council.

TEAM MANAGEMENT GUIDELINES

Equipment

1. Individual teams distribute their team-owned equipment as desired.
2. Equipment stored by the University (i.e. discs, lacrosse helmets, volleyballs, soccer balls, etc.) will be checked in and out at the beginning and end of each semester. A designated time and date for check-in or out will be announced in advance.
3. Team must submit an Equipment Inventory Form when turning in equipment.
4. Damaged equipment must be turned in the Director for Club Sports and will be replaced by University Recreation. (Only team equipment owned by the department will be replaced, no individual equipment).
5. The Club must replace lost or stolen equipment before they receive any other equipment from University Recreation.
6. Club Sports Teams may require individuals to fill out and sign a Club Sports Equipment Checkout Form, recording each piece of equipment checked out to him/her. Teams can charge deposits, but these monies are not collectable by University Recreation.
Schedules and Facilities

Club Sports Teams wishing to use Appalachian State University facilities for team-related activities must submit a Facility Request Form. The following are acceptable request for use of facilities:

A. Practice, instruction and coaching
B. Competitions/Exhibitions
C. Team meetings
D. Fund-raising
E. Special Events

TRAVEL

Travel guidelines for Club Sports Teams include the following:

1. A completed request for Travel Form must be turned into the Assistant Director for Club Sports by the Wednesday preceding the weekend travel. Three (3) working days are required for trips beginning during the week. The travel form will be submitted via website. It is ultimately the team’s responsibility to make sure the travel form is submitted to the office. If the website is not working properly, the team needs to contact the Assistant Director for Club Sports immediately to correct the situation for submission.
   a. Teams which practice off campus must submit a travel form for practice. This is the only circumstance which allows day-of submission.
2. Teams are responsible for all travel costs.
3. Teams must comply with all University policies while traveling.
4. The opportunity for University buses may be available upon request at a cost to the team.
5. Penalties for failure to turn in a Travel Form are as follows:
   a. 1st Offense:
      i. Written warning from the Assistant Director for Club Sports
   b. 2nd Offense:
      i. The Club Sports Council will vote on monetary fines to be drawn from the team’s allocated funds.
   c. 3rd + Offenses:
      i. Will face consequences that the Council deems necessary and appropriate.
Mailboxes/Postal Regulations

1. Each team must rent a mailbox from the ASU Post Office in order to have mailing privileges.
2. All Club Business must be directed to the Club ASU Mailbox. This includes bank statements, invoices, etc. Club Mail should not be received at individuals mailboxes.
3. Teams may utilize University Recreation for the recipient location of team’s orders of equipment such as uniforms, competition/practice equipment, etc.
   a. ‘TEAM’
      University Recreation
      150 Bodenheimer Dr.
      Boone, NC 28608
4. Box rental fee will be charged per calendar year. For the current rate, contact the Center for Student Involvement and Leadership or the Postal Supervisor.
5. Mailings to student boxes must be approved by the Center for Student Involvement and Leadership on P.O. Box Form 16.
   a. Mailings must be in box number order.
   b. A seven (7) day lead time must be allowed for large mailings.
   c. One mailing per month will be allowed for mailings to membership. One mailing per semester will be allowed to all students.
   d. No advertising will be allowed for outside firms without payment in advance for each piece of mail. No combining of mailings will be allowed. For information and price per piece, call the postal supervisor at 262-2242.
6. Check boxes regularly.

End-of-Semester and Annual Reports

Each team must submit a Semester Report Form at the end of each semester. Additionally, at the end of the spring semester, each team is required to prepare an Annual Report consisting of its accomplishments, final record and future goals.
UNIVERSITY RECREATION FACILITY REQUEST GUIDELINES

ASU Facilities available to request for Club Sports use:

University Recreation Facilities
   a. Student Recreation Center (Main Gym, Auxiliary Gym, Swimming Pool, Climbing Wall, Cardio Room, Jogging Track, Weight Room, Meeting Rooms & Administrative Offices).
   b. Quinn Recreation Center (Racquetball Courts, Aerobic floor, Free/Cable Resistant and Free Weight Area, Basketball and Volleyball courts).
   c. Mt. Mitchell Life Fitness Centre (Dance Studio and Aerobics Area)
   d. Outdoor multi-purpose fields on State Farm Road

Varsity Athletic Facilities
   a. Kidd-Brewer Stadium
   b. Sofield Building
   c. Varsity Gymnasium

*Meetings Rooms/Contact Tables in the Student Union must be reserved through the Student Union.

1. Each member team will submit a Facility Request Form each semester to the Director of Club Sports by the specified deadline to schedule facilities for practices or meetings. He/she will then review all requests based on completion of form and then distributed based on the criteria outlined by the Tier System. (See “Tier System” for specifics) Once approved, arrangements will be made with University Recreation for necessary field preparation.

2. When requesting a facility reservation for a single special event or single home meet, the team must submit a Facility Request at least two (2) weeks in advance. The Officers will be notified if the request was approved or denied. If denied, the Officers will be notified with the reasoning. If approved, the submitter will be contacted to set up a meeting the week of the competition to discuss field status, confirm times, set-up, etc.

3. When requesting a facility reservation for a multi-team/tournament competition, a Facility Request Form must be turned in four (4) weeks in advance. The Officers will be notified if the request was approved or denied. If denied, the Officers will be notified with the reasoning. If approved, the submitter will be contacted to set up a meeting the third week prior of the competition to discuss field status, confirm times, set-up, weekly meetings, etc.

DO NOT confirm games with visiting teams until approval by the Director of Club Sports.

This will come in form of an email.
4. When changes or additions arise, the team must submit the requested correction to the Director for Club Sports at least two (2) weeks in advance. The Director will then notify the team regarding final approval of the requested change.

5. An Officer/Event Coordinator must meet with the Director of Club Sports prior to competition. These meetings will be set up when approval is received for the event.

6. Spectators are permitted to attend team-related activities, but do not have facility use privileges. All spectators and visiting teams must present valid picture ID to enter any facility. They are restricted to the area of competition they have entered to watch. All spectators under 18 years of age must be accompanied by a parent or responsible adult.

7. Visiting teams or competitors may be permitted use of locker facilities under the jurisdiction of the University Recreation Department during the period of competition with a recognized Appalachian State University Club Sports Team.

8. Glass bottles and containers (Snapple, Gatorade, juice, etc.) are prohibited at ALL University Recreation Facilities. This includes indoor area and outdoor area.

9. All participants, spectators, staff, etc. must uphold and follow all University Recreation procedures at all times.
PROCEDURE FOR AFFILIATION

A Club requesting membership in the Club Sports Council must adhere to the following procedures:

1. Meet with the Assistant Director of Club Sports and the Executive Board to ensure that the following criteria are met:
   a. Expression of student interest. *(minimum of 12 students for Club Sports)*
   b. Nominated student leaders.
   c. Availability of facilities for practice and competition.
   d. Availability of competition within a reasonable geographic range.
   e. Availability of funds to meet the team’s needs.
   f. Availability of an advisor and coaching/instruction.

2. Schedule two (2) organizational meetings in order to assess interest with the Appalachian State University community. Must have sign-in sheet, which includes: ASU Box, phone number, email address, signature of member and include the date, time and place of meeting.

3. Prepare a constitution and bylaws to be submitted for approval by the Council. Guidelines are available on the Center for Student Involvement and Leadership website.

4. Complete and submit the Club Sports Request for Affiliation Form to the Assistant Director for Club Sports.

5. Make a brief presentation to the Club Sports Council at a regularly scheduled meeting regarding the new team’s constitution, goals, objectives, membership composition, facility requests, anticipated financial needs, etc.
   a. Be approved by a 2/3 majority vote of members present. *(With approval, the team will be placed on a one-year probationary period and will be bound by the rules and regulations of the Club Sports Council, University Recreation and Appalachian State University. During the probationary period, a team officer from the applying team must attend all Council meetings, but he/she will not be allowed to vote and the team will not be eligible for any funds. After one year, the team will be eligible to seek a recommendation for full membership status.)*
   b. If the team receives a recommendation for full membership in the Club Sports program, the recommendation will be received and reviewed by University Recreation and Student Development. Once approval has been secured. The team will be fully recognized as an official Club Sports team.

6. The Club Team must maintain and follow all requirements, policies and procedures of the Club Sports Program, University Recreation and Appalachian State University to remain affiliated with the Club Sports program.

*All information requested above will make up the proposal to the Club Sports Program. This must be completed before presenting to the Club Sports Council. Please meet with the Assistant Director of Club Sports to receive the entire list of requirements. Proposal for affiliation must be turned in prior to the Spring Executive Conference.*

***The Club Sports Program reserves the right to refuse affiliation to any proposed Club Sports Team that requires extensive funding or resources, duplicates a Varsity sport that is in place already, involves high liability or risk factor or which does not properly represent the Club Sports Program or the Appalachian State University student body.***
REPRESENTATION OF CLUB SPORTS AT APPALACHIAN STATE UNIVERSITY

Standards of Conduct

Individual Club Sports team members are obligated to conduct themselves in a mature and responsible manner that does not threaten the safety of others or detract from the reputation of Appalachian State University. Violations of federal laws, state laws, local ordinances or University policies, whether occurring on or off the Appalachian State University campus, are subject to disciplinary actions by the Council and may jeopardize the individual’s/team’s membership status. All participants are expected to know and adhere to the University Recreation’s Code of Ethics in this document and on www.urec.appstate.edu.

Alcohol Policy

No alcohol is permitted at any University Recreation facility.

For information on holding a special event on campus where alcohol is permitted, consult the Alcohol Policies and Guidelines handbook. This handbook is published by the office of Student Development and is available at the Center for Student Involvement and Leadership in the Student Union.

For recommended guidelines on holding a special event off of campus where alcohol is permitted, consult the Alcohol Policies and Guidelines.

Hazing Policy

Hazing is a degrading and humiliating practice and will not be tolerated within our Club Sports program at Appalachian State University. Any team subjecting new or current members to any hazing rituals will be committing a “Major Infraction” as defined by this handbook and subject to the consequent disciplinary process. For more clarification on the “North Carolina General Statutes on Hazing,” refer to The Appalachian State University of Rights and Responsibilities, available at the Center for Student Involvement and Leadership in the Student Union.
University Recreation Code of Ethics

The following information is taken in part from Appalachian State University’s Code of Conduct found at www.appstate.edu.

Appalachian State University’s Academic Integrity Code is designed to create an atmosphere of trust and respect. The Academic Integrity Code outlines “user-friendly” procedures and mechanisms for resolving alleged violations of academic integrity. The Academic Integrity Code is the result of cooperation among Appalachian’s faculty, staff and administrators, and promotes a campus dialogue about academic integrity.

The Honor Pledge is a cornerstone of Appalachian State University Academic Integrity Code and serves as a reminder of the University’s commitment to academic integrity. No Appalachian student shall unfairly further their own academic performance.

Violations of the Academic Integrity Code will be handled on a case-by-case basis. Violations must be reported to the Office of Student Judicial Affairs if the faculty member proposes that a sanction be imposed on the students. The Director of Student Judicial Affairs will explain all available options to the faculty member and student involved in the alleged violation.

**Peer harassment** – unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature when such conduct has the effect of unreasonably interfering with a student’s academic performance or full enjoyment of University programs or services, has the effect of emphasizing sexuality, sexual identity or sexual orientation in a manner offensive to a reasonable person, or that has the effect of creating an intimidating, hostile or offensive environment inside or outside the classroom.

**Racial harassment** – is defined as a threat of personal injury or property damage that is racially based or other conduct (*whether or not accompanied by verbal communication*) that has the effect of emphasizing race, color or national origin in a manner deemed disrespectful by a reasonable person, and (1) has the effect of interfering with a student’s academic performance or full enjoyment of university programs or services or (2) has the effect of creating an intimidating, hostile, or offensive environment on the campus.

**Protected Classes** – according to state law, the following are “protected classes” in regard to discrimination or harassment: race, color, creed, national origin, gender, religion, disability, or perceived disability. Appalachian State University policy prohibits discrimination or harassment in regard to sexual orientation.
HEALTH AND SAFETY

General Guidelines

The University Recreation Department strives to provide an awareness of the inherent risks involved in each activity. Often these elements of danger are beyond the control of the University Recreation Program. Participation in the Club Sports Program is strictly voluntary and such participation involves the unavoidable risks of personal injury, loss or damage to personal property and the possibility of loss of life.

It is the individual’s responsibility to determine his/her own ability to participate and at what level he/she can participate.

1. Club Sports Teams are expected to abide by all local, state and national health and safety regulations.

2. Each member of a Club Sports Team must do the following before he/she is allowed to participate in Club Sports Team activities:
   a. Compete and return the Club Sports Medical, Information and Consent Form, showing proof of medical insurance required by all Club Sports participants.
   b. Fill out and return a Club Sports Emergency Contact Card to the team president.

3. Team officers are responsible for seeing that all the forms are read, understood and signed by team members before participating in team activities.

4. All accidents/injuries, no matter how small, must be reported and an Accident/Injury Report Form must be filed immediately with the Director of Club Sports following the event in which it occurred.

5. Each team’s officers must sign the Officer’s Affidavit before team functions begin each year.

Failure to comply with the above rules will result in appropriate action by the Club Sports Council.
OTHER POLICIES & PROCEDURES

Established Policies

The Club Sports Council, affiliated teams, and all Club Sports participants must do the following:

1. Support all policies set forth by the University and Club Sports Council body.
2. Cooperate in the coordination of Club Sports events.
3. Uphold all regulations of Appalachian State University that apply to their functioning.

University Poster Policy

Posters, banners, and signs are to be placed only in approved areas in University buildings and around campus. These approved areas are usually bulletin boards or some other area centrally located in the building. In an effort to maintain some control and to ensure the beauty of campus, it is expressly prohibited to place signs on the outside of buildings unless it is a designated poster area. This helps to insure that the campus does not become littered with fallen posters. You are advised to contact the appropriate supervisors in each building before posting a sign.

University Amplified Sound Policy

It is unlawful for any student or group of students to make unapproved use of moving or stationary sound systems on campus in such a manner that would disrupt or disturb the normal functioning of the University. As with any activity, the proposed event should be registered with the Center for Student Involvement and Leadership. The organization must also submit in writing a request to the Office of the Vice-Chancellor for Student Development to have the event (and amplified sound system) approved.

End-of-Semester and Annual Reports

Each team must submit a Semester Report Form at the end of each semester. Additionally, at the end of the spring semester, each team is required to prepare an Annual Report consisting of its accomplishments, final record and future goals.
University Vehicle Policy

Clubs may request a University vehicle for club travel under the following procedures. These guidelines may change without notice and update to this manual. For the full outline, visit the Motor Pool website through appstate.edu.

1. The Club must provide a full-time University employee to drive a university car or 10 passenger van. If the Club is unable to provide a qualified driver, they may hire a motor pool driver per rate on the Motor Pool website. If staying overnight, the Club must provide the driver with a hotel room and a daily per diem. The motor pool driver cannot drive more than 8 hours at a time without a 4 hour break.
2. The Club will pay the rate of $12/hour of driving time, or $0.48 per mile – whichever is greater.
3. No other person besides the qualified driver will be able to drive the vehicle at any time.
4. Clubs may reserve vehicles through the Director of Club Sports.
UNIVERSITY RECREATION SUPPORT

Publicity

Publicity is necessary for all Club Sports Teams to attract new members and inform others of team activities. Reasons to publicize are the following:

- To build membership
- To raise money
- To publicize events (practices, meetings, competitions)
- To raise visibility of the team on campus

Websites are a useful tool for teams to spread information about their Club. University Recreation can host your page of the Student Development server once your team creates it. The Director of Club Sports holds the right to edit material that may be inappropriate. You can learn how to create a website by meeting with the Director of Club Sports or through taking a class on website development.

Club Sports teams are required to have an active website with current, basic information including contact for officers, practice schedule, competition schedule and team policies & procedures. Failure to have a website will result in not being eligible to earn any publicity points, excluding CS Illustrated.

Publicity fliers can be created with the help of the Director of Club Sports. Please schedule a time well in advance of the time that you need the fliers. Each individual Club is responsible for the distribution of their fliers. Remember to remove your fliers from campus once your event is over.

The Director of Club Sports will oversee releases to The Appalachian (student newspaper) and WASU-FM radio station. Information must be turned into the Director of Club Sports ten to fourteen days prior to the event. The Appalachian and WASU reserve the right to edit any submitted material.

Club Sports Bulletin Board (Student Recreation Center & Quinn)

The Club Sports Program provides bulletin boards with space for each team to post fliers, schedules, contact information, etc. Club Teams may use this bulletin board, but we ask that you submit flyers for approval.
TEAM FINANCES

The members of each Club Sports Team are primarily responsible for the financial support of their team. Self-support is an essential principle for the Club Sports Program and each team must make every effort possible to raise funds for its program. This can be accomplished by assessing annual dues and sponsoring fund-raising activities.

It is essential for your organization to practice sound fiscal policies that reflect the integrity of your leadership.

University Policies

1. All clubs and organizations must have a checking account with a banking institution.
2. All financial accounts (e.g. checking, savings, CD’s, etc.) in the organization’s name or into which revenue generated by the organization is deposited must have two (2) signatures required for withdrawals.
3. Written financial statements must be provided to the membership on a regular basis (minimum of twice a semester).
4. All expenses should be paid by check; those requiring cash payments must show verified receipts on file as proof of payment.
5. Teams must following the allocation procedures outline in their constitutions for the dispersal of their funds.

Funding Allocation

This allocation program will help clubs develop their teams. Rather than focusing on the details of reimbursement, allocation will allow clubs the ability to make better plans with their University financial support. Previously, clubs needed to have the money up front and then wait for a reimbursement check. This put the club members in the awkward position of either writing bad checks while hoping for the reimbursement to come in on time, or putting hotels and entry fees for the club on one member’s credit card. Neither of these are sound financial practices that the Club Sports Program wants to role model.

The advantages of allocation are many. Clubs will be able to count on a certain amount of money from the school. That is they will be given a budget and the beginning of the year and see how far that goes. This includes entry fees, travel, equipment, etc. Anything above and beyond the budget will have to be made up by the club through fund-raisers, sponsorship and alumni-parent donations. The clubs themselves will decide where and when to compete, travel, and purchase team equipment.
Clubs will be rewarded for developing their programs through a point system. Clubs will receive a certain number of points based upon their performance, recruitment, fund-raising, publicity, etc. (see allocation criteria) of the previous year. For the allocation criteria, the teams would be required to put together a proposal and give supporting documentation for each criterion. For any media coverage, they simply submit a copy of the newspaper article or videotape of the television spot. Each team will meet with the Executive Board to review their budget points every semester. The Executive Board and team will total a preliminary amount of budget points to then be audited by the Assistant Director for Club Sports. All submissions for budget points must be documented with appropriate paperwork.

After all clubs have finished and validated their points, a total number of points are determined. Then a value is placed on each point by dividing the total number of points into the total Club Sports budget. Each team’s budget is then equal to the number of points they received for the previous year.

All Allocated funds are for the following uses:

1. Tournament Entry/Registration Fees
2. Officials’ Fees
3. National Governing Body Dues/Conference Dues
4. Hotel Fees when Traveling for Competition
5. Team Equipment
6. Facility Rental
7. Contracted Transportation

Budget Points Meetings

Each team will meet with an Executive Officer to go over, organize and file information for their Budget Points for the following year. All information concerning Budget Points will be kept on file in the Club Sports Office. After the meeting, the Assistant Director for Club Sports will then do a final audit to determine the final amount of budget points awarded to each team.

Executive Officers will offer numerous of appointment times during and out of their office hours to meet the scheduling needs of the team. Teams are responsible for coming to the meeting on time, prepared with appropriate paperwork (Budget Points Checklist completed, End of Semester Report and all receipts and proof of budget point items; Executive Officers cannot print off items in the office.) If a team fails to show for a Budget Points meeting, they are responsible for scheduling another with the Executive and risk losing opportunity for those Budget Points for the semester.

Budget Points Checklist

The Budget Points Checklist is available online for teams to fill out prior to attending their Budget Points meeting. This must be done and submitted (submits automatically) so that Executive Officers and teams can be prepared to ensure a smooth and efficient meeting.
Criteria for Allocation

The following allocation criterion is an accumulation from the academic year of competition (August 1 – July 31), unless otherwise noted.

Two budget points meetings will take place between the Team and their assigned Executive Officer during the academic year; end of Fall Semester and end of Spring Semester. Teams are required to fill out the budget points checklist prior to the meeting, come to the meeting prepared with organized proof of budget points and on time.

**Number of Active Participants**

Club Teams will get a certain number of points for every player that is recognized as an official player. University Recreation will file each club’s official roster in the office. A player is considered an Active Participant when he/she pays the team’s dues and has turned in a Medical Informed Consent Form. Receipts and Bank Statements are proof of payment.

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>12</td>
<td>1</td>
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<tr>
<td>13-20</td>
<td>2</td>
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<tr>
<td>21-30</td>
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<tr>
<td>31-40</td>
<td>4</td>
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<tr>
<td>41+</td>
<td>5</td>
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</table>

**Community Service**

Club Teams will receive budget points for participating in community service projects as a group. These projects can be found through the ACT Program (2nd floor student union) or by volunteering to help another Club Sports event. This category can only be 20% of the total number of budget points earned per semester per year.

<table>
<thead>
<tr>
<th>Attending a Service Event</th>
<th>Organizing &amp; Attending a Service Event</th>
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<tbody>
<tr>
<td></td>
<td>Members</td>
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<td></td>
<td>16 - 20</td>
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<td>21 +</td>
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</table>
Entry Fees and Tournament Dues

Club Teams can receive points for the amount of money spent on entering competitions and paying to participate in tournaments. Facility Rental fees are also included, meaning “any other fee required to utilize a practice or game facility”.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Point Value</th>
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<tbody>
<tr>
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<tr>
<td>$4,501 +</td>
<td>10</td>
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</table>

Equipment

Club Teams can receive points for the equipment that they buy for practices and competitions. Team equipment is considered anything that benefits the team and is used for the collective group. This includes uniforms, jerseys, balls, training equipment, and warm-ups w/ team logo.

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<thead>
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<th>Point Value</th>
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<tr>
<td>$4,501 +</td>
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</table>
**Fund-raising, Donations, Financial Sponsorships**

Club Teams will receive points for money raised through fund-raising, donations and sponsorships. Because many sponsors give products directly to the team, any club can claim the retail price of the gear given through sponsorship as funds collected. Funds collected through donations will have to go through the University Fund. This is an account that can be “earmarked” specifically for your club. It will give the benefit of a tax-deductible donation for your donor, and document the funds for your club. Clubs will have to document any fund-raising activity through bank deposit slips.

<table>
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<th>Point Value</th>
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<td>$1,501 – $2,000</td>
<td>3</td>
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<tr>
<td>$2,001 - $2,500</td>
<td>4</td>
</tr>
<tr>
<td>$2,501 +</td>
<td>5</td>
</tr>
</tbody>
</table>

*Dues are excluded from this category.*

**Hotels**

Club Teams will receive budget points for money spent on hotels, with the following stipulations: 1. A minimum of 3 persons per room. 2. Teams must have turned in a travel form. 3. Receipts 4. Any hotel costs that exceed $60/night per room will not be fully reimbursed towards this category. (i.e. If your team stays at a 5-Star Hotel for $300/night per room, you only receive a $60 credit each night per room).

<table>
<thead>
<tr>
<th>Amount</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 - $500</td>
<td>1</td>
</tr>
<tr>
<td>$501 - $1,000</td>
<td>2</td>
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<tr>
<td>$1,001 – $1,500</td>
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<tr>
<td>$1,501 – $2,000</td>
<td>4</td>
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<tr>
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<td>$3,501 - $4,000</td>
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<tr>
<td>$4,001 - $4,500</td>
<td>9</td>
</tr>
<tr>
<td>$4,501 +</td>
<td>10</td>
</tr>
</tbody>
</table>
Longevity

Club Teams will receive points for each year they have been an established Club Sports Team on campus. Clubs that are removed from the Club Sports Council and are reestablished the following year must start over again.

<table>
<thead>
<tr>
<th>Number of Years</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>0</td>
</tr>
<tr>
<td>3-4</td>
<td>1</td>
</tr>
<tr>
<td>5-6</td>
<td>3</td>
</tr>
<tr>
<td>7-9</td>
<td>5</td>
</tr>
<tr>
<td>10-19</td>
<td>7</td>
</tr>
<tr>
<td>20+</td>
<td>10</td>
</tr>
</tbody>
</table>

National/League/Conference Governing Body Dues

Club Teams who pay for national, league, and conference dues will receive points based on how much the dues are for the team as a group—including individual registration fees.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $500</td>
<td>1</td>
</tr>
<tr>
<td>$501 – $1,000</td>
<td>2</td>
</tr>
<tr>
<td>$1,001 – $1,500</td>
<td>3</td>
</tr>
<tr>
<td>$1,501 – $2,000</td>
<td>4</td>
</tr>
<tr>
<td>$2,000 +</td>
<td>5</td>
</tr>
</tbody>
</table>
**Number of Competitions**

Competitions are based on the individual sport’s standard of competition.

**Specific Sport definitions of “Competitions”**

- **Games***: Ice Hockey, Soccer, Lacrosse, and Rugby  
  *These teams hosting tournaments will be categorized under “Tournament” and count as only one competition.
- **Meet**: Swim
- **Comp**: Climbing
- **Race**: Alpine Ski, Snowboard, Cycling & Triathlon
- **Series**: Baseball
- **Show**: Equestrian
- **Tournament**: W. Volleyball, Fencing, Ultimate, Racquetball

Club Teams will receive a specific number of points for the number of competitions in which the team participates.

<table>
<thead>
<tr>
<th>Number Events</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>+1-5</td>
<td>2</td>
</tr>
<tr>
<td>+6-10</td>
<td>4</td>
</tr>
<tr>
<td>+11-15</td>
<td>6</td>
</tr>
<tr>
<td>+16-20</td>
<td>8</td>
</tr>
<tr>
<td>+21</td>
<td>10</td>
</tr>
</tbody>
</table>

*Events become official by the team submitting a Travel Form or Facility Form.*

**Paperwork & Organization**

Club Teams will receive 1 point per semester for turning paperwork (MICs, Registration Form, Affidavit, and Roster) in on time and being organized with your financial records during your club’s budget point meeting.
Publicity

Club Teams will receive a certain number of points for any positive publicity that they receive from local, regional, or national newspapers, television, radio, etc. (clubs will lose points for negative publicity). In order to receive points, all publicity must have a hard-copy submittal with indicated date of publication or an official documented email confirmation by an authority figure.

In addition, clubs will receive points for developing, maintaining, or updating a website. Failure to maintain a basic website with contact for officers, practice schedule, competition schedule and team policies & procedures will exclude the Club from receiving any publicity points, excluding for CS Illustrated.

<table>
<thead>
<tr>
<th>Point</th>
<th>Publicity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For each Article in the Club Sports Chronicle</td>
</tr>
<tr>
<td></td>
<td>For all Announcements published in the Appalachian</td>
</tr>
<tr>
<td></td>
<td>For each Announcement on 90.5 “The APP” radio station per recording</td>
</tr>
<tr>
<td></td>
<td>For all Statistics published in the Appalachian (whether 2 statistics published or 10, still only counts as 1 point; minimum of 2 published)</td>
</tr>
<tr>
<td>2</td>
<td>For each Article in the Appalachian student newspaper</td>
</tr>
<tr>
<td></td>
<td>For each Interview on 90.5 “The APP” radio station per recording</td>
</tr>
<tr>
<td></td>
<td>For all Statistics on a regional website or websites (including team or individual results, conference standings, etc. – whether 1 statistic published or 10, still only counts as 2 pts)</td>
</tr>
<tr>
<td></td>
<td>For each Article in a Boone area newspaper (High Country Press, the Watauga Democrat, Mountain Times, etc.)</td>
</tr>
<tr>
<td></td>
<td>For each Interview on local radio stations per recording</td>
</tr>
<tr>
<td>3</td>
<td>PER SEMESTER – For major website development, maintenance, and updates (this includes major changes to an existing website, new photos, and updated information, in depth results, different features, etc.)</td>
</tr>
<tr>
<td>4</td>
<td>For Statistics on a national website, websites or magazine (including team or individual results, conference standings, etc.)</td>
</tr>
<tr>
<td></td>
<td>For each Article on the appstate.edu homepage</td>
</tr>
<tr>
<td>5</td>
<td>For each Article in a national magazine or newspaper without a picture.</td>
</tr>
<tr>
<td></td>
<td>For each Article in a regional paper</td>
</tr>
<tr>
<td></td>
<td>For each Announcement, Article or Interview on regional television</td>
</tr>
<tr>
<td></td>
<td>For being recognized at a varsity/professional event (e.g. at half-time of an ASU Football Game; excluding CS Night)</td>
</tr>
<tr>
<td>10</td>
<td>For each Article in a national magazine or newspaper with a picture.</td>
</tr>
<tr>
<td></td>
<td>For each Announcement, Article or Interview on national television</td>
</tr>
</tbody>
</table>

*Article is defined as a written document comprised of several paragraphs of refined, quality content which has to go through an editorial process (blogs do not count).
*Statistics are defined as tournament/event scores that are published.
*Announcements are defined as sentences published advertising a fundraising event, tournament/competition, new member signups, etc.
*Regional is defined as the following states: Tennessee, Virginia, West Virginia, South Carolina, and Georgia.
*National Article would be based on audience. Publication would be read regularly in states not bordering North Carolina.
Referees/Officials

Club Teams can receive points for the money spent on hiring referees/officials.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 - $500</td>
<td>1</td>
</tr>
<tr>
<td>$501 - $1,000</td>
<td>2</td>
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<tr>
<td>$1,001 - $1,500</td>
<td>3</td>
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<tr>
<td>$1,501 - $2,000</td>
<td>4</td>
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<td>$2,001 - $2,500</td>
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<td>$2,501 - $3,000</td>
<td>6</td>
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<td>$3,001 - $3,500</td>
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<td>$3,501 - $4,000</td>
<td>8</td>
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<tr>
<td>$4,001 - $4,500</td>
<td>9</td>
</tr>
<tr>
<td>$4,501 +</td>
<td>10</td>
</tr>
</tbody>
</table>

Regional/National Prominence

Club Teams that are competitive in the region and nation will receive bonus points.

<table>
<thead>
<tr>
<th>Conference Top 5</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Championship</td>
<td>3</td>
</tr>
<tr>
<td>Regional Championship Top 5</td>
<td>6</td>
</tr>
<tr>
<td>National Championship</td>
<td>7</td>
</tr>
<tr>
<td>National Top 5</td>
<td>10</td>
</tr>
<tr>
<td>National Champion</td>
<td>15</td>
</tr>
</tbody>
</table>

*This is not a cumulative category. Clubs receive points for the highest level reached. For example a team (or individual) qualifying for national competition receives 7 seven points rather than 19. For individual sports, clubs can receive points for an individual advancing to higher competition. Clubs turn in official results along with supporting documents at the end of the year.

Conference: Season opponents for rankings for post season play; found in a closer proximity.

Regions: Multiple conferences elite teams/players competing; found in a defined section of the United States.

Nationals: Across the United States competition

*Qualifying criteria is same as National Championship Funding Reimbursement Procedures.
Travel

Club Teams receive points for travel for competitions based on mileage. Proof of travel is required and includes travel forms along with Hotel Receipts.

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>101 - 300</td>
<td>3</td>
</tr>
<tr>
<td>301 - 500</td>
<td>5</td>
</tr>
<tr>
<td>501 - 1,000</td>
<td>7</td>
</tr>
<tr>
<td>1,001 +</td>
<td>10</td>
</tr>
</tbody>
</table>

Club Awards

Any Club Team which receives Club Sports team recognition will receive one point per award recognized. This Award must be a recognized award amongst professional staff, have criteria met in order to receive the award and positively promote the program. Proof of the award and the above mentioned items must be submitted during Budget Points meeting.

Subtractions from Point Total

Club Teams will get deductions from their point total for the following infractions: missed Council meetings, failure to turn paperwork in on time, failure to cancel a scheduled practice, or any actions listed in the infraction section of this handbook. Usually, teams will lose one point per occurrence, but the final point loss is up to the Director of Club Sports and the Executive Officers.

*Point totals are based on documented competitions, travel forms, and receipts. If you can’t prove that you spent the money or went to a competition, it will not count towards allocation!*
Lost Allocations

If a team loses any portion of their budget, the money will be saved and redistributed to all teams except the one which lost allocation during the next year based on the budget point system.

The Council is ultimately responsible for determining how funds are distributed. This means the Club Sports Council can use the lost allocation for other needs for the program if desired with a 2/3 majority vote.

1. Teams receiving these “lost” allocations will not be responsible for fundraising to meet the Tier requirement.

Non-Allocated Funds

Defined as dues/assessments of team members and self-generated monies (fund-raising, donations, etc.)

1. Any team must manage non-allocated funds through its financial accounts.
2. These funds may be used for any member-approved allocation without restriction from the Club Sports Council.
3. The Center for Student Involvement and Leadership will provide operation procedures and other information regarding fund-raising and soliciting by recognized student clubs and organizations. For these specific procedures, refer to the Center for Student Involvement and Leadership’s Guidelines for Student Organizations.

National Championship Funding Reimbursement Procedures

For each academic year, there is a predetermined amount set aside for National Championship expenses incurred by the Club. In order to be eligible, the Club must meet the following criteria:

1. The event must be recognized as the National Championship for the sport by the National Governing body.
2. The event must have some sort of qualifying procedure or standard. In the event there is not such process, competitors need to finish in the top 25% of all competitors within the division to be eligible for funding.
3. The Club must turn in a National Championship Report Form (see Forms) along with all necessary receipts, results and publicity materials.
4. All teams must turn in a Travel Form.

If there is no team eligible for National Funding, the allocation will then be available for teams traveling to Regional competition. The event must follow all regulations that National Championship allocation follows. If no team is traveling to a National or Regional event, then monies will then be available to teams competition in sectionals upon organization and criteria met as described by the National Championship Funding Reimbursement Procedures.
Allocation Procedures for National Championship Funding

1. All paperwork from any travel during the prior year will be due by the second Club Sports Council Meeting of the academic year.
2. Once all paperwork is complete and turned in, the Executive Officers, along with the Director of Club Sports, the Assistant Director of Intramurals and Associate Director of University Recreation will review the requests and make a funding recommendation to the Club Sports Council for approval.
3. The Council will approve the funding allocation by a simple majority of all Clubs not in consideration for funding.

Criteria for Allocation

The amount qualified Clubs receive as reimbursement for National Championship expenses varies from year to year. Depending on the number of Clubs who compete at the National level and how far they traveled will greatly affect the amount each Club receives. Funding priorities are as follows:

1. Amount spent per individual competing.
2. Amount of regular annual budget used for competition expenses.
3. Number of other Clubs requesting funding.

Qualified expenses are as follows:

1. Entry Fees
2. Hotel Fees
3. Airfare for Travel
4. Any extra baggage fees for airline travel (e.g. bike, skiing equipment)
5. Ground transportation (e.g. van shuttle, taxi or car rental)
6. Facility rental or venue access, such as lift tickets
**TIER SYSTEM**

The Tier System is a means of organizing different Club Sports Teams into groups which allows for maximum use of the Budget Points system to distribute the funds to the teams who, but the Club Sports Program’s definition as by the Tier System, most deserves it. This system promotes and recognizes organization, leadership development, competitive success, etc.

**Guidelines and Regulations**

1. **Allocation:**
   - **Allocation Distribution**
     - i. Gold 60%
     - ii. Black 30%
     - iii. White 10%
     - iv. Developmental 0%
     - v. Probationary 0%
   - **Allocation Adjustments**
     - i. In the event that the tiers are disproportionate in the number of teams within them, the executive board can recommend an adjustment of the percentages given to each tier or the requirements for each tier for the upcoming year. This can be adjusted on a yearly basis if necessary.
   - **Allocation Cap**
     - i. No team’s allocation will exceed 1/3 of their current tier's budget
     - ii. Based on original allocated amount within each tier
     - iii. No team will receive more than a 300% budget increase from the previous year
   - **Remaining Allocations**
     - i. Remaining funds will trickle down the tiers until used.
     - ii. Funds will not be given to Probationary teams and will recycle after the White tier.

2. **Budget Points System:**
   - **BPS within the tier system**
     - i. The BPS functions as allocation distribution between teams within one tier.
     - ii. Budget points system found online
   - **Budget Point Cap**
     - i. Budget Point Cap: Number of Budget Points = 1/3 of tier allocation.
     - ii. If team exceeds the Budget Point Cap, the budget points remaining after cap is reached will have no value.
3. Requirements:

   A. Teams must comply with all requirements within the team’s current tier in order to receive the tier’s level of funding for the next allocation year.

   B. Teams must meet all requirements to be considered a Club under CSIL.
      i. Minimum of 12 active participants
      ii. Current constitution, approved and on file
      iii. Elect four officers: President, Vice President, Secretary, Treasurer
          1. Process will comply with teams constitution
      iv. Officer Meetings

   C. Teams must comply with the Basic Club Sports Standards:
      i. Full compliance with the Club Sports Program
      ii. Club Sports Representative attends every Club Sports Council Meetings
          1. Substitute Representative can attend one meeting each semester
      iii. All paperwork turned into Club Sports according to the deadlines set by the Executive Officers.
      iv. Each officer must attend the Symposium and the Officer Conferences.
      v. Must have a governing body available.

4. Tier System

   A. Classifications
      i. Gold Tier
         1. Must participate in 10 competitions.
            a. Two of these must be hosted at Appalachian State University and one of the hosted events must be a Tournament.
               i. 100 Man Hours for approved teams
            b. Pre or Post season play will be included in total competitions.
         2. Must Compete in Conference Competition.
         3. Must raise 300% of the team’s allocated budget.
         4. Must be a paying member of a collegiate governing body.
         5. 80% of active participants must travel at least twice. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
         6. Must have minimum of 20 active participants.
         7. First priority for facility space.
         8. Adhere to the Basic Club Sports Standards.
         9. Allocated 60% of the Club Sports team budget.
ii. Black Tier

1. Must participate in 5 competitions.
   a. One of these must be hosted at Appalachian State University.
      i. 50 Man Hours for approved teams
   b. Pre or Post season play will be included in total competitions.
2. Must Compete in Conference Competition.
3. Must raise 250% of the team’s allocated budget.
4. Must be a paying member of a collegiate governing body.
5. 50% of active participants must travel at least twice. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
6. Must have minimum of 15 active participants.
7. Second priority for facility space.
8. Adhere to the Basic Club Sports Standards.
9. Allocated 30% of the Club Sports team budget.

iii. White Tier

1. Must participate in 3 competitions.
   a. Pre or Post season play will be included in total competitions.
2. Must raise 200% of the team’s allocated budget.
3. 50% of active participants must travel at least once. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
4. Must have minimum of 12 active participants.
5. Third priority for facility space.
6. Adhere to the Basic Club Sports Standards.
7. Allocated 10% of the Club Sports team budget.

iv. Probationary Tier

1. Must participate in 3 competitions.
   a. Pre or Post season play will be included in total competitions.
2. Responsible for the needed expenses of the team
   a. Team bank account must have $100 at the start of the probationary period.
3. Must be a paying member of a collegiate governing body.
4. 75% of active participants must travel at least once. (Summer competition can be included in this if pre or post-season occurs between exams in May and the start of classes in August)
5. Must have minimum of 15 active participants.
6. Last priority for facility space.
7. Adhere to the Basic Club Sports Standards.
8. Allocated 0% of the Club Sports team budget.
B. Movement between tiers

i. Teams meeting requirements for a higher tier than their current position will automatically be placed into that tier bracket for the next allocation year.

C. Failure to Comply with Requirements

i. Teams failing to comply with the requirements of their current tier will be dropped to the tier that they currently qualify for.
   1. If a team is in the White tier and fails to comply with the minimum requirements
      a. The council will vote to:
         i. Suspend the team or
         ii. Put the team in the probationary tier.
   ii. Teams that are placed into a lower tier will be placed into that tier bracket for the next allocation year.
   iii. Money that has been revoked because of failure to comply with Basic Club Sports Standards or CSIL requirements will be allocated to the Club Sports program based on need, necessity, and/or percentages originally considered in allocations. The executive officers will make a recommendation and the council will vote on the use of the revoked allocation in question.

D. New Teams: See “Additional Information” A

E. Probation: See “Additional Information” B

5. Additional Information

A. New Teams

i. Clubs petitioning for Club Sports status will go before the Club Sports Council and present accomplishments, goals, reasons for petitioning, and the intended direction for the club.
ii. New Teams can only be voted into the probationary tier.
   1. Teams voted into the probationary tier gain recognition and rights to function as Appalachian State University.
   2. Facilities will be given to the probationary tier after teams with Active Club Sports Status
   3. Funding will not be provided for teams in the probationary tier.
iii. A team can be on probation for two year maximum. The spring semester of the second year on probation, the council will vote to suspend or to grant Active Club Sport status.
iv. A team that is granted active Club Sport status will be placed into the tier for which they qualified for during the probationary period.
v. If team was on probation for two years, most recent allocation year will be considered when placing the team into the appropriate tier.
B. Probation

i. A team can be on probation for two year maximum.

ii. A Club must be voted into the probationary tier.

iii. New teams and current teams can be placed into the probationary tier by the vote of the council.

iv. Club teams in the probationary tier must have a bank account with a minimum of $100 dollars and two card/check holders at the beginning of the probationary period.

v. Current Teams that are placed into the probationary tier can petition the council for Active Club Sports Status after the end of the next fiscal year, with or without the recommendation from the executive officers.

vi. A full fiscal year must be spent on probation in order to be considered for Active Club Sports status (August 1- July 31)

vii. Removal of Probation (maximum two years)

1. After First Year:
   a. Club Options:
      i. Petition for active Club Sports status
      ii. Remain on probation for another fiscal year

   b. Council Options: (IF team petitions Council)
      i. Grant active Club Sports status
      ii. Suspend
      iii. Continue probation for second year with or without specific conditions

2. After Second Year:
   a. Club Options:
      i. MUST petition for active Club Sports status

   b. Council
      i. Grant active Club Sports status
      ii. Suspend

viii. After a team is suspended they cannot petition or apply to be a Club Sport until two semesters have passed.

   1. When probation is granted in December, Active Club Sports status cannot be granted by the council until the full fiscal year has passed (3 semesters)

C. Alternative Hosting Requirement

i. Teams which cannot host due to various reasons outside of their control (no facility available, etc.) may petition the CS Council to accept “Man Hours” to satisfy the hosting requirement.

   1. The petition must be done by second CS Council meeting of the year.
   2. The petition must be done each year, for facility situations change.
   3. The petition must include an organized presentation as to why they cannot host and why they are seeking the “Man Hours” alternative to satisfy Gold/White tier requirements.
6. Record Keeping:

A. Competitions:
   i. Travel
      1. Travel forms for every away event – late travel forms will count as
         competitions for tier placement but not towards budget points
      2. No Travel form will result in the competition not counting at all even when
         other proof is available.
   ii. Hosting:
      1. On-Campus: Completed Game Contracts
      2. Off-Campus: Proof of participation – Form

B. Level of Competition:
   i. Print out of results (minimum: brackets/program with results for BP)

C. Funds Raised:
   i. Receipts (even for dues)
   ii. Bank Statements
   iii. Zeroed Invoices

D. Governing Body:
   i. Receipts
   ii. Certified roster (by governing body)

E. Competitive Participation
   i. Submitted Competition/Travel Roster with valid MICs
   ii. Travel Forms

F. Members
   i. Individuals who have paid dues (receipt) with MICs on file

G. Club Sports Council:
   i. Attendance sheet

H. Paperwork:
   i. Shared file excel sheet

I. Leadership Development:
   i. Attendance sheet
7. Definitions

A. Active Club Sports Status
   Acting under and complying with all requirements in the Gold, Black, White or Developmental tier

B. Allocation Cap
   The limit of funding that one team can receive based on their tier’s allocation. No team can receive more than 1/3 of total tier allocation. No team can receive more than 300% budget increase from the previous year.

C. Allocation Year
   August 1 through July 31 and 3 allocation checks. Checks will be given in the amount of ¼, ¼, and a ½ of the team’s allocated budget.

D. Budget Points System
   Points system based on merit which determines the amount of funding earned. Goal is to allocate funds objectively.

E. Budget Point Cap
   Results from the 1/3 allocation cap. Any amount of budget points which exceeds the 1/3 allocation cap will be null.

F. Basic Club Sports Standards: See Manual


H. Competition
   Competitions are based on the individual sport’s standard of competition.
   Specific Sport definitions of “Competitions”

   Games*: Ice Hockey, Soccer, Lacrosse, and Rugby
   *These teams hosting tournaments will be categorized under “Tournament” and count as only one competition.

   Meet: Swim
   Comp: Climbing
   Race: Alpine Ski, Snowboard, Cycling & Triathlon
   Series: Baseball
   Show: Equestrian
   Tournament: W. Volleyball, Fencing, Ultimate, Racquetball

I. Competition Roster
   Roster of ASU representatives with completed MICs on file, paid dues and will compete representing the individual team which has submitted the roster.
   1. Due by 4th Council Meeting in Fall
   2. Due by 2nd Council Meeting in Spring
J. Competitive Participant
   ASU representative with completed MIC on file, paid dues and will compete representing the individual team as defined by the competition roster.

K. Man Hours
   Time each individual team member volunteers to work a recognized Club Sports Event on campus. Team members must do the following to earn the man hours:
   1. Plan to volunteer prior to the event with approval from Event Coordinator & Assistant Director of Club Sports.
   2. Have an active job/duty during the event which aides in the execution of the event.
   3. Must provide accurate record & proof of obtaining “Man Hours” at the event.

L. Needed Expense
   Money needed for the club to function as they are currently. Governing body dues, necessary equipment (not including jerseys/uniforms), facilities.

M. Striving for National Competition
   Participation within a competition that allows teams to move forward to a national level. Participation in post-season, post-conference, or post-league.

N. Team
   A group of athletes representing an area or school that pays an entry fee. “A” and “B” teams need to pay separate entry in order to be counted as separate teams. Hosting team can split into separate teams if numbers justify the separation.

O. Tournament
   i. Team Sport Tournament
      Participation of a minimum of 4 teams including the hosting team(s).
   ii. Individual Sport Tournament
      Participation of a minimum of 3 school teams with representation of a minimum of 5 members from each including the hosting team(s).
## TIER SYSTEM CHART

<table>
<thead>
<tr>
<th>Probationary</th>
<th>Developmental (Seeking Full Status)</th>
<th>White</th>
<th>Black</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitions</td>
<td>3 competitions</td>
<td>3 competitions</td>
<td>3 competitions</td>
<td>10 competitions: host min 2 1 tournament</td>
</tr>
<tr>
<td>Level of competition</td>
<td>Must be able to provide proof of funds raised</td>
<td>Must be able to provide proof of funds raised</td>
<td>responsible for 200% of allocated budget</td>
<td>responsible for 250% of allocated budget</td>
</tr>
<tr>
<td>Funds raised</td>
<td>Paying member of a collegiate governing body</td>
<td>50% of competitive participants travel at least once</td>
<td>50% of competitive participants travel at least once</td>
<td>80% of competitive participants travel at least twice</td>
</tr>
<tr>
<td>Level of competition</td>
<td>Must have elected representative attend Club Sports Council Meetings</td>
<td>Must have elected representative attend Club Sports Council Meetings</td>
<td>Must have elected representative attend Club Sports Council Meetings</td>
<td>Must have elected representative attend Club Sports Council Meetings</td>
</tr>
<tr>
<td>Paperwork</td>
<td>All paperwork turned in by deadline set by Executive Officers</td>
<td>All paperwork turned in by deadline set by Executive Officers</td>
<td>All paperwork turned in by deadline set by Executive Officers</td>
<td>All paperwork turned in by deadline set by Executive Officers</td>
</tr>
<tr>
<td>Leadership development</td>
<td>Must attend Officer Conference, Officer Meetings, and the Symposium</td>
<td>Must attend Officer Conference, Officer Meetings, and the Symposium</td>
<td>Must attend Officer Conference, Officer Meetings, and the Symposium</td>
<td>Must attend Officer Conference, Officer Meetings, and the Symposium</td>
</tr>
<tr>
<td>Allocations</td>
<td>Not eligible for Allocation</td>
<td>Not eligible for Allocation</td>
<td>Eligible for 10% of Club Sports Allocation Budget</td>
<td>Eligible for 30% of Club Sports Allocation Budget</td>
</tr>
</tbody>
</table>

### Developmental Tier: (Not seeking Full Status)

Must stay in full program compliance through the requirements following this chart.
DEVELOPMENTAL TIER

Overview/Introduction

As the Club Sports program has developed and created higher standards for itself, a significant gap has formed between the obligations required of all campus organizations by CSIL and the expectations of Club Sports teams as established by the CS Council. The CS program offered no place for teams that wanted or needed only some of the benefits and resources available to CS teams. Additionally, these teams may not have been able to meet the rigorous standards that CS teams are held to. This gap became evident during the fall semester of 2011 as the Council went through the process of evaluating teams petitioning to join the program. The Developmental Tier is designed to fill this gap and provide a place within the CS program for these teams.

Functions of the Developmental Tier

The Developmental Tier will serve two functions:

1) It will provide a place for teams who are part of a developing or less popular sport to practice and compete as official Club Sport teams.

2) It will serve as the entrance tier for teams who are admitted to the program. Rather than new teams being placed in the Probationary tier upon admittance to the program, new teams will spend their first year in the developmental tier.

Placement into and out of the Development Tier

A team must always be voted into and out of the Development Tier by the CS Council

- A team that is voted into the program will be placed into the Development Tier for at least one year. After one year, the team is eligible to seek recommendation from the council for “full” CS status. Full CS status means that the team would be placed into the tier system and be eligible for university funding.

- An existing team may seek recommendation from the council to be placed in the Development Tier. A team will not receive any funds from the program while it is functioning in the Development Tier.

- Teams petitioning the Council for removal from the Probationary Tier may request placement into the Development Tier rather than seek “full” CS status.

- Teams in the Developmental Tier can petition the Council to be removed from the Developmental Tier only during the spring semester. Upon approval by the Council, the team will attain full status at the beginning of the next school year. Any team that is planning on seeking “full” CS Status should keep track of all records, turn in all paperwork, and participate in Budget Points meetings during the year of request in order to be placed in the appropriate tier, if granted “full” status.

- Any team that is seeking a recommendation for “full” CS status from the Council must have a representative at all Council meetings during the year of the request.
Amenities of Developmental Tier

- Low priority use of facilities: Developmental tier teams can be scheduled to use University and Varsity facilities as a normal Club Sports team would. However, during scheduling, full status teams will have priority over developmental teams.
- Ability to travel to off-campus events: Developmental teams can travel to off-campus events, but must complete all required paperwork that would be expected of full status teams.
- Use of University name: Developmental teams must still follow all guidelines regarding the use of ASU trademarks.
- Official Club Sport Status: Developmental teams are endorsed by the CS program and are considered Club Sports teams.
- Ability to host “home” events: Developmental teams may host on-campus events as any other CS team would. In the event of a scheduling conflict between teams for facilities for a home event, full status teams will have priority.

Requirements of Developmental Tier

- Must meet all minimum requirements of a Club Sport team:
  - Minimum of 12 participants
  - Must have a team Constitution
  - Must have 4 elected Officer positions
- Must complete the following forms and paperwork:
  - MIC’s- All members must complete and submit an MIC Form
  - Travel Requests- Teams must submit before traveling to an off-campus event
  - Competition reports
  - Club Information form
  - Officer Affidavit form
  - Semester Reports
- Must have a team ASU Box
- Must have a team Bank Account
- Must compete in at least one competition against a non-Appalachian State University organization each academic year

Amenities not available to Developmental Tier

- Club Sports funding- Developmental Tier teams will not be eligible for any funding from the CS program.
- Priority use of facilities- Developmental Tier teams will have limited priority in the scheduling of facilities. Developmental Tier teams will have priority over probationary teams.
- CS Council Representation- Developmental Tier teams are considered non-voting members of the CS Council. They will not be required to have a representative at Council meetings.