

University Recreation Sport Club Federation Handbook 2026-2027

Updated August 2026

Contents

Our Mission.....	4
Introduction	5
Sport Club Federation Administrative Staff	5
STARTING A NEW SPORT CLUB	6
2026-2027 SPORT CLUB FEDERATION MEETINGS/TRAININGS	7
ANNUAL REQUIREMENTS TO MAINTAIN CLUB STATUS.....	7
SPORT CLUB FEDERATION MEMBERSHIP REQUIREMENTS	9
Membership Eligibility and Participation	9
League Eligibility	10
Registrar’s Office Verification of Eligibility Forms	10
Intramural Sports Eligibility Requirements	10
CLUB OFFICER RESPONSIBILITIES	10
SPORT CLUB FEDERATION TIER SYSTEM	12
COACHES AND VOLUNTEERS	16
Coach/Instructor Requirements:	16
Volunteer Requirements	17
CLUB FINANCES	17
Financial Expectations	17
Club Funding Sources	17
Annual Budget Process	18
Club Dues	19
Budget Management.....	19
Matching Funds Program	19
Sport Club Federation Contingency Funds	20
FUNDRAISING	20
PURCHASING & USE OF FUNDS	23
Equipment & Supplies	23
Travel Expenses	23
TRAVEL POLICIES AND PROCEDURES	24
Sport Club Travel Policy	24
Eligible Travelers.....	24
Transportation Methods.....	24

Travel Safety Standards	24
Vehicle Rules	25
Picking up a Vehicle through WSU Motor Pool or UREC:	25
Travel Emergencies	25
Class Absences for Travel	25
WSU/UREC POLICIES AND PROCEDURES	25
Alcohol, Tobacco, and Drug Policy	25
Standards of Conduct	26
Hazing	26
Reporting Concerns	27
Sportsmanship	28
SAFETY & RISK MANAGEMENT	28
Club Officer, Member and Coach Responsibilities	28
Incident and Injury Reporting	28
Emergency Situations	28
Lightning/Adverse Weather Procedures	29
Sport Club Federation First Aid and CPR Requirement	29
Incident Reports	29
In Case of an Emergency	30
Bloodborne Pathogens and Biohazard Safety	30
PARTICIPANT HEALTH AND SAFETY REQUIRMENTS	30
Medical Insurance	31
SCHEDULING FACILITIES AND EVENTS.....	31
Scheduling a Facility	31
Cancellation of Practice or an Event	32
MARKETING YOUR CLUB.....	32
Posters, Flyers, and Promotional Materials	32
Copies and Printing	32
Club Websites and Involve.....	32
Media Relations	33
Apparel, Uniforms, and Use of WSU Trademarks	33
UREC/SCF SERVICES AND EQUIPMENT FOR CLUBS.....	33
THE SPORT CLUB FEDERATION COUNCIL.....	34
FAILURE TO COMPLY WITH POLICY	35

Our Mission

University Recreation engages the Washington State University community in healthy, active living.

Core Values Discovery

Excellence

Play

Sustainability

Wellbeing

Introduction

Welcome to the 2026-2027 Sport Club Federation season! The Sport Club Federation is a unique program of University Recreation that allows students to organize their own clubs to further their activity and competition in sports about which they may feel passionate. This handbook will help club officers, coaches/instructors, and members to direct the activities of club and also includes all forms the club will need. If you need additional help please call the University Recreation offices at 509-335-8732 or make an appointment with the Sport Club Staff.

What is the Sport Club Federation?

The Sport Club Federation is comprised of student-run sport clubs that work together under the umbrella of the University Recreation department to provide competitive, recreational, and instructional programs for the students of Washington State University. Each club elects their own officers, provides a representative to the Sport Club Federation Council, raises funds, arranges their competitions and activity schedules, as well as promotes their organizational activities.

This handbook serves as the primary tool for clubs to organize and operate under the auspices of the University Recreation Department and within the structure of Washington State University. Club officers, coaches, and members are required to familiarize themselves with the contents of this book and to utilize it in the operation of their clubs. The policies, procedures and information presented in this handbook will be used in managing the clubs and are vital to club's operations as they fit within this structure. It is important that club officers, coaches, and members understand the information provided in this manual.

This handbook can help provide the structure to develop leadership skills and abilities. Clubs that do not encourage the development of leadership qualities in its membership will likely fail. Clubs come and go regularly, and only those who can establish a tradition of leadership and organization will survive. Clubs are only as good as the students in them. Make a strong effort and your club will be one of the success stories.

Sport Club Federation Administrative Staff

Arturo Gavilanes Assistant Director SRC 250E 335-8393	Nick Patrick Coordinator SRC 250H 335-9660 Nick.patrick@wsu.edu	Ty Leroux Coordinator SRC 250H 335-8709 Ty.Leroux@wsu.edu
Melissa Rodgers Travel Coordinator SRC 250 335-6639 m.rodgers@wsu.edu	Joanne Greene Director SRC 250 335-9669 joanne_greene@wsu.edu	TBD Coordinator SRC 250H 335-3791
Sport Club Office: SRC 250		On-Call Phone (for emergencies/weekend travel): 509-595-5642

STARTING A NEW SPORT CLUB

Students may petition the Sport Club Federation Council to add a new club to the Sport Club Federation at any time. The following policies and procedures are required of new clubs who wish to become a Sport Club Federation member or pre-existing clubs that have been inactive for more than 12 months:

1. Student organizers meet with a Sport Club Coordinator and review the current Sport Club Handbook and fill out a New Sport Club Application. University Recreation's Risk Management Committee will evaluate all new club applications.
2. A club constitution is required to be submitted. Club operational by-laws should also be established. This constitution must be reviewed and approved every year.
3. The club must prove it has at least ten (10) members willing to pay dues and follow the club's by-laws and constitution.
4. The club must prove there is interested, involved, and committed student leadership capable of organizing and leading the club. The club must have full-time students in the club president and treasurer positions. Additionally, there must be an individual identified as a coach/instructor to work with the club. The coach/instructor must have acceptable skills and knowledge to assist the club in developing their competitive abilities.
5. The club must be in a sport or activity that is not currently offered by the Sport Club Federation.
6. Provide information on the sport or activity to be presented to university risk management to determine whether the club and the sport meet the criteria for acceptable risk levels.
7. The club must provide suggestions for the facility and equipment that is needed to conduct practices, meetings, or competitions.
8. The club must prove that there are opportunities for competition and/or participation in the sport within this region. Potential clubs must demonstrate they are different than already-established clubs and there is interest and a need for the club on the WSU campus.
9. The club must submit an operational budget for the first year of their existence, showing how they are going to raise needed funds and how those funds will be managed. Depending on the time of year a club is established, they may not be eligible for UREC funding for more than one year from the time of recognition of the club. A club may petition for startup funds for a temporary period.
10. The Sport Club Federation Council will place any newly recognized club in the Conditional Tier for one academic year to be reviewed at the end of that time. Please see page 14 for more information on the SCF Tier system.
11. Clubs must provide a national or international organization that provides overall governance, guidance, or guidelines for club activities.

Please note that full membership in sport clubs will be restricted to currently enrolled students or faculty/staff at WSU. WSU will not recognize any sport club that does not adhere to the guidelines set forth by Washington State University.

2026-2027 SPORT CLUB FEDERATION MEETINGS/TRAININGS

<u>Meeting/Training</u>	<u>Location</u>	<u>Time</u>
*Officer Training Thursday, August 27 th	CUE 203	6-9pm
**Coaches Training Tuesday, September 8 th	SRC Classroom Room	7-9pm
***Safety Officer Training Wednesday, September 9 th	SRC Classroom	7-8pm

* (Mandatory) All clubs must send their President/VP, Treasurer, and Marketing Officer. Other officers are encouraged to attend.

** (Mandatory) All clubs must send their coach/instructor to one of these trainings.

*** (Mandatory) All clubs must send their Safety Officer

Monthly Coordinator Meetings

All clubs will hold a monthly meeting with their assigned club coordinator. These meetings will be scheduled at the start of the academic year for a day/time each month that is convenient for the club officers and the club coordinator. Meetings must take place each month by the date specified. Multiple club members are encouraged to attend.

Budget Allocation Meetings

March/April 2027

Year-End Banquet

April 2027

ANNUAL REQUIREMENTS TO MAINTAIN CLUB STATUS

1. Clubs must also have a current and approved constitution on file with the SCF Office.
2. Meet with the Club Coordinator before starting practice, fundraising, travel, purchases, or competition. No club activity can be approved until start-up procedures are completed and approved by a Sport Club Coordinator.
3. Remain in compliance with all applicable University Recreation, WSU, and governing body policies. Violations may result in sanctions, including suspension or loss of club status.
4. Ensure Assumption of Risk and Release of Liability Form has been signed by everyone participating in a club activity prior to participation whether or not they intend to join the club or will participate in club activities in the future. Club members can sign the risk and release form on-line (see link on UREC Sport Club website) during registration.
5. Ensure all participants have joined their club on the Sport Club Manager. Officers need to have those individuals who are not on the official club roster fill out a onetime risk and release form.

6. Maintain a minimum number of members who meet the club's eligibility requirements (Assumption of Risk and Release of Liability, Dues, Practice Attendance, etc.). The minimum number of members will vary by the individual club's tier status.
7. Complete all required trainings:
 - a. Developing a Positive Team Culture – President, Vice President, Coach and 80% of club members on travel roster must attend this 2-hour session. Please contact your Club Coordinator to schedule.
 - b. Officer Training - President, Treasurer, Marketing Officer, and Safety Officer must attend. Please see schedule on page 8 for dates and location.
 - c. Coaches Training – club coach(es) must attend. Please see schedule on page 8 for dates and location.
 - d. WSU Driver Authorization **process** - All club members that will drive a university vehicle
8. Ensure there is at least one person with current certification in First Aid and Adult CPR present at all club activities, practices, meets or events.
 - a. UREC offers training in First Aid and CPR for two members per club free of charge. Additional members may get certified through UREC for \$25/member, which is charged to the club's account. Please check the UREC website for available classes.
 - b. Clubs must have a record of all certified members on file on DSE Sport club module.
 - c. Clubs that practice off campus must have one person certified before they can begin practice.
 - d. Traveling clubs must have at least one CPR/AED/First Aid-certified member on the travel roster. Travel will not be approved without a certified participant.
 - e. All teams must have a Safety Officer who is certified in First Aid, CPR and AED or equivalent. This person does not need to be present at all club activities, provided there is a certified member present.
9. Follow all WSU and UREC travel policies.
 - a. All travel must be submitted at least 2 weeks in advance and approved in DSE prior to departure.
 - b. All members driving university vehicles to competitions, practices, or meetings off campus must have completed a Driver's Authorization process.
 - c. Only those that have completed UREC Trailer Training may pull a trailer.
 - d. When traveling more than 150 miles each way, there must be at least 1 authorized driver over the number of vehicles traveling.

Please see the Sport Club Travel section for more information about travel policies.
10. Attend Monthly Coordinator Meetings.
 - a. These meetings will serve as a monthly check-in for clubs to review and update budget, upcoming travel/competition plans, and ensure that both club leadership and SCF pro staff are up to date on club activity.
 - b. Clubs are responsible for reaching out to schedule meetings.
 - c. Missing more than one meeting will result in a 10% of a club's UREC Allocation. Additionally, the club will be required to meet with the SCF Council to review their clubs status within the Sport Club Federation.
 - d. Missing more than two meetings may be grounds for additional sanctions including, but not limited to, loss of recognized status, loss of additional funds, restriction of use of university facilities, or restrictions on use of equipment or travel.
11. Compete in a minimum of three (3) events involving non-WSU opponents during the academic year, practice a minimum of two (2) hours per week during the academic year (on or off campus).
 - a. Submit a schedule of club activities as soon as known, and submit updates on a regular basis to their Club Coordinator.

- b. To schedule all on campus events and practices, submit an Event request online at <https://wsu.dserec.com/online/clubsports> **a minimum of 2 weeks in advance of activity**. Please turn in facility requests as early as possible, as facility space is limited.
- c. All facility requests must be originated through their Club Coordinator.
- d. UREC Supervisors will be assigned to home practices and events to assist with game management. Availability of staff can be limited if requests are not submitted early enough.

SPORT CLUB FEDERATION MEMBERSHIP REQUIREMENTS

Membership Eligibility and Participation

Nondiscrimination

Washington State University and University Recreation are committed to providing an environment free from discrimination and harassment. Sport clubs must comply with WSU's Policy Prohibiting Discrimination and Harassment ([UPPM 10.60](#)) and provide equal opportunity for participation regardless of protected status. Each club constitution must include a statement supporting these principles.

Membership Eligibility

Sport club membership is open to currently enrolled WSU students, faculty, and staff.

- At least 80% of a club's membership must be currently enrolled WSU students.
- Only full-time students may serve as club officers.
- As Sport Club programs are supported by student fees, clubs must charge higher dues to non-student members. Any non-student dues structure must be approved by the club coordinator.

Failure to meet membership eligibility requirements may result in sanctions, including loss of recognition, funding, facility access, travel privileges, or equipment use.

Dues and Membership Requirements

- Membership dues must be paid through University Recreation's approved registration system unless otherwise authorized by the club coordinator.
- Clubs must maintain at least 10 active, dues-paying members who regularly participate throughout the season.

Required Registration

Before participating in practices, competitions, or travel, all members must:

1. Register through the Sport Club registration system, which includes agreeing to waivers and submitting all required information.
2. Be approved on the club roster.

Club officers are responsible for ensuring participant eligibility and completion of required forms for any activities not directly supervised by University Recreation staff.

Club-Specific Membership Requirements

Clubs may establish additional membership requirements if they:

- Are applied fairly and consistently to all prospective members.
- Comply with WSU and UREC policies.

- Support the educational and participatory mission of the Sport Club Federation.

Any limitations on membership, roster caps, or tryout-based selections must be approved by Sport Club Administration. When participation opportunities exceed competitive roster capacity, clubs must use fair and equitable methods to provide members opportunities for involvement, skill development, and participation.

League Eligibility

Eligibility requirements may vary from sport to sport. Some club sports are affiliated with national or regional organizations that set eligibility standards in their sport. These requirements may limit against whom your club may compete. For example, many intercollegiate sport organizations do not allow staff, faculty, or graduate students to compete on a team even though the Sport Club Federation regulations allow them to hold membership in the club. Each club is responsible for knowing and following these regulations and any sanctions for violating these regulations will apply to the offending club only. All club members should be eligible for training and practices and other activities not specifically regulated by the club's association or league rules.

For those clubs that compete or travel, eligibility checks may be made with the WSU Registrar's Office. These checks can provide information on club members that include current semester enrollment status, previous semester enrollment status, and class standing. This information will be kept confidential. Clubs can request this from their Club Advisor.

Registrar's Office Verification of Eligibility Forms

For those clubs that have league requirements for an eligibility check on members, please follow these steps that have been passed down by the Athletic Eligibility Coordinator from the Registrar's Office. This check will be done with accuracy and confidentiality if these procedures are followed:

- Allow a minimum of 2 full business days for processing
- Supply information on form provided by event/tournament committee.

Intramural Sports Eligibility Requirements

Any WSU student who is currently a member of a sport club or coach of a sport club may participate in the intramural program (in their sport or related sport), under the following conditions:

1. They are properly listed as a member of the intramural team following regular eligibility guidelines.
2. No more than two club members and/or coaches per sport may be on an intramural team's roster. Any player checked off on the scoresheet is considered to have participated (See sport rules).
3. Any person who competes in scheduled contests, practices with the team, coaches or assists in coaching and/or has been on the club roster kept with the Sports Club Federation as a dues paying member for that academic year is considered a member of the club.

CLUB OFFICER RESPONSIBILITIES

All clubs are required to have at least four officers who are selected by the club as specified in your club constitution. The only requirement placed on these officer positions by the University is the officers must be currently enrolled full-time students. One officer must serve in the role of "president", one must serve in the role of "treasurer" for the club. The other two must serve as the "safety" and "marketing/public relations" officers.

President

Club President has certain responsibilities as required by the Sport Club Federation. Besides those specified in the Club's Constitution, they are as follows:

1. Complete Volunteer Training as listed on the Sport Clubs website, including:
 - a. UPPM 10.60 Training
 - b. Hazing Prevention Training
2. Serve as liaison between the club and University Recreation professional staff (Programming Director, Assistant Director, Coordinators and Graduate Assistants).
3. Ensure policies and procedures required by the Sport Club Federation are implemented and adhered to.
4. Operate the club in compliance with all State, University, and Departmental regulations.
5. Attend or assign a representative to attend all scheduled meetings and officer trainings required by the Sport Club Federation.
6. Inform and educate the next club president of the continued procedures of club operations prior to the new president taking office. This includes the transfer of all pertinent materials and files, changing the name on the records and accounts of the club as well as meeting with their Club Coordinator.
7. Work with the Club Treasurer to oversee club funds in various accounts.
8. Ensure all club members and participants have filled out a current Assumption of Risk and Release of Liability form with all information included.
9. Submit and update all completed risk forms, rosters, and other required paper work to the Sport Club Federation office by the required date. Make sure all club information is up-to-date and on file at the Sport Club Federation office.
10. Furnish copies of the club's practice and competition schedules to the Sport Club Federation office.
11. Report results of all events to their Club Coordinator within 24 hours of the event.
12. Submit required travel forms and rosters for each off-campus trip to Sport Club Office.
13. Submit semester reports at the start and end of each semester.
14. Work closely with the Safety Officer and Club Coordinator to mitigate safety and risk concerns for the club and meet risk management policies.
15. Ensure that the club represents themselves, the department, and the university in a professional and sportsmanlike manner in all functions and competitions.
16. Other duties as required.

Treasurer

Club Treasurers have specific responsibilities as follows:

1. Work with club President and a Sport Club Coordinator to establish and monitor accounts.
2. Report to their Club Coordinator for regular monitoring of the club's financial accounts.
3. Obtain approval of President and their Club Coordinator for all club expenditures.
4. Attend or assign a representative to attend all scheduled meetings and officer trainings required by the Sport Club Federation.
5. Monitor all club financial actions and confirm accuracy of club budget reports.

6. Deposit income into appropriate funds as necessary and as regulations require.
7. Develop club budgets and see that they are adhered to.
8. Prepare club budget request for upcoming year and participate in the budget hearing.
9. Other duties as required by the Sport Club Federation and the club.

Safety Officer

Club Safety Officers have specific responsibilities as follows:

1. Maintain CPR/AED/First Aid Certification
2. Confirm that at least one individual is CPR/AED/First Aid certified at all practices and matches
3. Submit all travel requests at least two weeks prior to departure via sport club manager
4. Manage all van drivers for the club, making sure the team has enough for each trip
5. Submit any accident reports or incident reports from club activities
6. Maintain the club first aid kit (clubs that practice off campus only)
7. Complete Volunteer Training as listed on the Sport Clubs website, including:
 - a. NFHS “Concussion in Sports” training at the start of each fall semester:
<https://nfhslearn.com/courses/concussion-in-sports-2>
 - b. UPPM 10.60 Training

Marketing/Public Relations Officer

Club “marketing/public relations officers” have specific responsibilities as follows:

1. Submit all marketing request via the Sport Club Manager
2. Work with a Sport Club Coordinator to produce all marketing needed for the club
3. Marketing request are required to be submitted two weeks prior
4. Manage club website, keeping it update throughout the season
5. Keep club calendar updated on club’s Involve page

SPORT CLUB FEDERATION TIER SYSTEM

Overview

Washington State University Sport Clubs are broken into five different tiers. The four tiers are Tier 3, Tier 2, Tier 1, and Varsity Sport Club. The development of a tier system was created to better serve all Sport Club Federation members. Regardless of what tier a club resides in, they must meet all Sport Club Federation requirements or their status as a club will be under review. A club with different leadership of the same sport may not exist in same or multiple tiers.

Tier 3 Sport Club

Tier 3 clubs must meet the following requirements:

1. Minimum of 10 dues paying members on Sport Club Manager
2. Current member of National Governing Body
3. Compete at least 3 times per academic year versus non-WSU entities

4. Practice at least once a week in-season
5. Fill the officer positions of President, Treasurer, Safety, Marketing
6. Submit the following documents for a coach to SCF:
 - a. Resume
 - b. Background Check
 - c. Agreement Form
7. Have a current constitution on file on Sport Club Manager
8. Have a minimum of one First Aid/CPR/AED-certified club member
 - a. Submit certification documents to SCF
9. Travel at least once during the academic year to compete as a WSU - sponsored club
10. Minimum of two club members listed as certified van drivers on Sport Club Manager
11. Raise at least 60% of UREC allocation
12. Attend following meetings/trainings:
 - a. Monthly meeting with SCF Coordinator
 - b. DAPTC Workshop
 - c. Officer Training
 - d. Coaches Training
 - e. Budget Allocation presentation to SCF Council
13. Submit the following items by the due date(s) set by the SCF staff:
 - a. Budget Allocation Request and End-of-Year Report
 - b. Competition schedule
 - c. Practice Schedule

Benefits of Tier 3 Club Status:

1. UREC allocation up to \$1,000.00
2. Practice request priority over Conditional Sport Clubs
3. Event request priority over Conditional Sport Clubs

Tier 2 Sport Club

Tier 2 clubs must meet requirements of Tier 3 Clubs (see above). In addition, Tier 2 clubs must meet the following requirements:

1. Minimum of 15 dues paying members on Sport Club Manager
2. Compete at least 5 times per academic year versus non-WSU entities
3. Minimum of 4 scheduled hours of practice per week in-season
4. Have a minimum of one First Aid/CPR/AED-certified club member
5. Submit certification documents to SCF
6. Travel at least twice during the academic year to compete as a WSU - sponsored club
7. Club has been a member in good standing of the Sport Club Federation for at least 2 academic years.
8. Complete DAPTC workshop prior to October 31st

Benefits of Tier 2 Club Status:

- a. UREC allocation up to \$6,000.00
- b. Practice request priority over Tier 3 and conditional clubs

- c Event request priority over Tier 3 and conditional clubs
- d DAPTC scheduling request priority over Tier 3 and conditional clubs

Tier 1 Sport Club

Tier 1 clubs must meet requirements of Tier 2 Clubs (see above). In addition, Tier 1 clubs must meet the following requirements:

1. Minimum of 20 dues paying members on Sport Club Manager
2. Compete at least 6 times per academic year versus non-WSU entities
3. Travel at least three times during the academic year to compete as a WSU - sponsored club
4. Minimum of 5 scheduled hours of practice per week in-season
5. Club has been a member in good standing of the Sport Club Federation for at least 3 academic years
6. In addition to the required officers, must also fill the position of Events Officer
7. Fundraise at least 75% of allocation through dues, fundraising, and donations
8. Teams must turn in a Post Event Synopsis within 48 hours following each competition

Benefits of Tier 1 Club Status:

1. UREC allocation up to \$10,000
2. Practice request priority over Tier 2 and 3
3. Event request priority over Tier 2 and 3
4. DAPTC request priority over Tier 2 and 3
5. Additional administrative support for club operations

Varsity Sport Club

The Varsity Sport Club tier was created to provide a better structure, recognize sustained excellence, and increase support of all sport clubs. The varsity sport club tier is for those clubs who have reached a level of budget, organization and competition that is similar to a varsity athletic team. Varsity Sport Clubs are still primarily self-funded and entirely administered through University Recreation. Clubs wishing to petition to become a Varsity Sport Club will submit an annual application to the Sport Club Federation Professional Staff for review.

Varsity clubs must meet requirements of Tier 1 Clubs (see above). In addition, Varsity clubs must meet the following requirements:

1. Must be a member of the Sport Club Federation for a minimum of 3 years.
2. Must be in good standing with the Sport Club Federation, League, Conference, Division, and National Governing Body.
3. Must have a UREC approved salaried coach with appropriate certifications and training at all practices and competitions to supervise and lead. Coaches are hired and supervised by University Recreation. Club members will be provided the opportunity to have equal membership on the search committees for coaches.
4. Additional officer requirement- clubs must have at least 5 officers that actively lead the team (President, Vice President, Treasurer, Events Coordinator, and Web/Marketing Coordinator or as approved by the SCF Professional Staff). At least 1 officer must have more than 1 year left to complete degree at WSU. There must be a minimum 2-month transition period during which incoming and current officers share the position in order to facilitate appropriate training by the club.

The following eligibility requirements must be fulfilled during each year as a Varsity Sport Club:

1. Teams will be required to collect donations, dues and/or raise a minimum of 100% of their UREC allocation.
2. Club must submit a balanced budget at beginning of year that includes all salaries, equipment and travel. Club must submit fundraising plan for all projected revenues. Club must be fiscally responsible and maintain positive budget status throughout year.
3. Practice Component - must complete a minimum of 10 hours per week and a maximum of 20 hours per week of supervised practice (does not include travel time) during the academic year (start of fall semester – end of spring semester). Coaches must submit practice logs on a monthly basis.
4. Competition Component – Team must have UREC approved regional or national competition schedule. Teams must turn in results from all competitions within one week.
5. Must complete additional officer training.

Benefits of Varsity Club Status

1. Access to priority scheduling for facilities and equipment during sport club designated times
2. Enhanced marketing opportunities and resources towards fundraising and team promotion
3. Additional access to funding for operations
4. Additional administrative support for club operations
5. Ability to request loans from UREC

Changing Tiers

Clubs may petition the SCF Council to change Tiers at any time. In order for this petition to go into effect for the Spring semester of the current academic year, it must be submitted by October 31st. For petitions to go into effect the following academic year, they must be submitted by March 1st.

Petitions for Tier changes will be reviewed by the SCF Council, and may require a presentation of up to 15 minutes.

*Budget allocations for the current year cannot be changed by moving to a different Tier. Effects on budget allocation process will be for the following academic year.

Probationary Clubs

Clubs may be put on Probationary status for the following:

1. Conduct violations (as determined by the Office of Student Conduct or University Recreation)
2. Failure to meet their current Tier requirements
 - a. These clubs will have 1 year to meet the minimum requirements of their current Tier before the club is removed from the SCF.
 - b. Application to change to a lower Tier within the year is also an option.

Probationary Clubs may be subject to a decrease, or total loss, of their UREC allocation.

COACHES AND VOLUNTEERS

Sport Club Coaches

It is required that each club has a coach or instructor. Coaches can be a student, staff, faculty, or community member. Teams may have more than one coach/instructor but should seek approval if more than two are desired. Coaches/instructors may be player-coaches or volunteer employees or paid employees of University Recreation. Coaches/instructors are responsible for ensuring the practices and competitions are run in accordance to standards set forth by the National Governing Body for that particular sport.

Coach/Instructor Requirements:

1. Coaches shall submit a resume demonstrating knowledge and experience within the sport that they are coaching.
2. Coaches must complete and sign a Coach/Instructor Agreement form, or other contract as specified by University Recreation, indicating understanding of responsibilities and role of a Sport Club Coach.
3. If the club's coach/instructor desires to be a player-coach, he/she must meet the Sport Club Federation, National Governing Body and league eligibility requirements.
4. University Recreation is the coach's employer and works jointly with the club in hiring and termination of coaches. No club may offer monetary compensation or employment to a coach as a salary, stipend, performance bonus or otherwise. All hiring offers for paid and volunteer coaches are managed by University Recreation.
5. Coaches are strongly encouraged to be certified in Adult CPR and First Aid.
6. Complete Volunteer Training as listed on the Sport Clubs website, including:
 - a NFHS "Concussion in Sports" training at the start of each fall semester:
<https://nfhslearn.com/courses/concussion-in-sports-2>
 - b UPPM 10.60 Training
 - c SafeSport Training
 - d Hazing Prevention Training
7. Volunteer coaches shall report their hours for the previous month no later than the 5th day of the following month (e.g., report September hours no later than October 5) using the Volunteer Hours Form found on the Forms & Links page of the UREC Sport Clubs website:
8. Club operations and management shall remain the duties of the club officers and not the coach. Coaches/instructors are responsible for instructing and directing the team, assisting in supervision, and emergency response. The management of the administration of the club is done by the club and its officers.
9. Coaches/instructors shall attend practices, competitions and specified coach/instructor training or meetings. If unable to attend a practice or competition, the club is responsible for providing an acting coach/instructor.
10. Coach agreements are valid for one academic year and must be renewed annually by University Recreation, with approval and concurrence by the club, based on coach/instructor performance and needs of the club.
11. Follow all policies and procedures and procedures outlined for Sport Club members.
12. Coaches must attend one mandatory training session. Training session dates are listed on the Sport Club website.

Volunteer Requirements

1. Volunteers must complete the Volunteer Agreement form, indicating understanding of responsibilities and role of a Sport Club Volunteer.
2. University Recreation is the volunteer's employer and works jointly with the club in hiring and termination of volunteers. No club may offer monetary compensation or employment to a volunteer as a salary, stipend, performance bonus or otherwise.
3. Complete Volunteer Training as listed on the Sport Clubs website, including:
 - a NFHS "Concussion in Sports" training at the start of each fall semester:
<https://nfhslearn.com/courses/concussion-in-sports-2>
 - b UPPM 10.60 Training
 - c Hazing Prevention Training
 - d Other assigned trainings based on responsibilities
4. Volunteers shall report their hours for the previous month no later than the 5th day of the following month (e.g., report September hours no later than October 5).
 - a Volunteers can fill out the form via hard copy (i) or digitally (ii) and return it completed to the club's advisor.
 - i [WSU UPPM 60.81](#)
 - ii [Volunteer Report](#)
 - b Entries are subsequently uploaded to HRS's [VOLUNTEER REPORT - Fillable Excel](#) and ONCE COMPLETED, save a copy of the VOLUNTEER REPORT to use as the Workday Journal attachment. Departments must process the calculated amount of each VOLUNTEER REPORT via a Workday

CLUB FINANCES

Sport clubs must follow University Recreation, Washington State University, and State of Washington fiscal policies. All club spending is subject to review and audit. Clubs are responsible for using funds appropriately and following all purchasing and budget procedures.

Monthly budget reports are available in Sport Club Manager. Clubs should review their budget regularly and meet with their Sport Club Coordinator whenever they have questions or are planning purchases or travel.

Financial Expectations

- Sport Clubs are not permitted to have private bank accounts. Please see approved account types below.
- All purchases, reimbursements, travel expenses, and other expenditures must be approved in advance by the Sport Club Coordinator and Assistant Director.
- Clubs must ensure funds are available before committing to purchases, contracts, travel, or events.
- University Recreation staff can assist clubs with purchasing equipment, uniforms, apparel, and other supplies to ensure compliance with university requirements and best value.
- All dues should be paid online via DSE
- All donations should be paid directly to a club's gift fund – see the Sport Club giving webpage for links
- No revenue can be received via personal Venmo/PayPal, etc – please see your Club Coordinator for TouchNet links for ticket and apparel sales

Club Funding Sources

1. **UREC Allocation Account:** The primary source of club funding comes from Student Services and Activities (S&A) Fees and is allocated through the Sport Club Federation budget process.

Spending Restrictions Because S&A fees are public funds, some purchases are restricted. In general, UREC funds cannot be used for:

- Food or beverages
- Personal items that primarily benefit an individual
- Gifts or giveaway items
- Other purchases prohibited by university policy

See the Purchasing Procedures section of this manual for details.

2. **Gift Fund:** most Sport Clubs have a Gift Fund, a fund allows sport clubs to receive tax-deductible donations through WSU Advancement Services. Donations from alumni, parents, supporters, and community members can be deposited into the fund and used to support club activities in accordance with University and state spending policies.

- Donations made through this account may qualify for a charitable tax deduction.
- All donations to clubs must be deposited in this account by bringing checks to the SRC Membership Desk and completing a deposit form.
- It is preferred that donations are made via direct links to club Gift Funds, found on the WSU Sport Club page

3. **RSO Account:** a university-managed account held through the Center for Student Organizations and Leadership (CSOL) for Registered Student Organizations. Sport clubs use this account to deposit and manage funds generated through dues and some fundraising. Funds in the RSO Account may be used for approved club expenses in accordance with university policies and procedures.

In order to utilize their RSO Account, clubs must complete Signature Authorizations (formerly Signature Cards) each academic year.

- Each Fall on the Club's Involve page, one Officer starts the process to complete the RSO - Finance Signature Authorization. Minimum signatures:
 - 2 students: must be enrolled students and listed on the Club's Involve roster
- 1 advisor: UREC Club Coordinator that is listed on the Club's Involve roster
- Update anytime there is a change to authorized signers
- Clubs will not have access to their funds in this account until the Involve signature card authorization portion is completed.
- For additional signature authorizations, students & advisors will need to come to the Center for Student Organizations & Leadership (CUB 320) with their photo identification and be listed on the Club's Involve roster.
- Members and advisors cannot sign/approve of their own expenses.
- Signature Exceptions: The Executive Director of UREC and/or the Assistant Director of UREC may sign on behalf of either a student or advisor if a signature is unable to be obtained for any Club.

Annual Budget Process

- Clubs must submit a budget request each spring and attend a budget hearing with the Sport Club Federation Council.
- Funding decisions are based on available funds and factors such as:
 - Compliance with University Recreation, WSU, and league policies
 - Participation in required meetings and trainings

- Fundraising efforts
- Club size and activity level
- Competitive opportunities
- Positive representation of WSU and the Sport Club Program

Final allocations are approved by University Recreation and may not be finalized until the start of the fiscal year.

Club Dues

Club dues help support club operations and are required for participation.

- Clubs establish their own dues amounts.
 - Inform your Club Coordinator as early as possible of dues payments required so they can be set up on DSE
- Members must pay dues or have an approved payment arrangement before participating in practices or competitions.
- Dues deadlines are:
 - Fall Semester: November 1
 - Spring Semester: March 1
 - Annual Dues: March 1
- Unpaid dues may be charged to a student's account when permitted by university procedures and after notification from Club Officers.

Budget Management

- Club account balances carry forward from year to year.
- Clubs must remain within their approved budgets.
- Deficits must be resolved before April 1.
- Clubs with outstanding debts may have funding, travel, purchases, or other club activities restricted until balances are resolved.
- University Recreation may deny travel, purchases, or reimbursements if sufficient funds are not available.
- Clubs that repeatedly fail to manage their budgets responsibly may be subject to probation, funding reductions, or loss of club privileges.

Matching Funds Program

To encourage fundraising and reduce reliance on student fee funding, a portion of each club's UREC allocation is provided through a matching funds program.

How It Works

- Typically, 40% of a club's allocation is provided as operating funds.
- Up to 60% is reserved as matching funds.
- For every eligible dollar a club raises, an equal amount of matching funds becomes available, up to the assigned limit.

Matching Funds Requirements

- All deposits must be documented and reported to the Sport Club Coordinator.

- Funds must be deposited and verified before matching funds are released.
- Matching fund opportunities generally remain available through March 31. Unused matching funds may be redistributed to other eligible clubs based on available funds and program priorities.
- This matching system helps clubs maximize available resources while encouraging fundraising, financial planning, and long-term sustainability.

Sport Club Federation Contingency Funds

The Sport Club Federation currently has a contingency fund for unique club circumstances. Per request and approval by the Sport Club Federation Council and Sport Club Administration, a club can use these funds for:

1. Safety equipment (i.e. first aid kits, helmets)
2. Supplement regional and national travel – Travel Contingency Only
3. Capital equipment requests (i.e. major purchase, such as new goals)
4. Unforeseen expenses not budgeted for (i.e. stolen equipment) Contingency funds will not be used for:
 - a. Personal equipment
 - b. Non-capitalized equipment

The contingency fund will be comprised of funds which remain after individual clubs have received their UREC allocations, financial fines imposed on individual clubs, funds unmatched after March 31, and funds recovered from disbanded or disciplined clubs.

Travel Contingency

A travel contingency fund exists for clubs who are participating in regional qualifiers and national competition. This fund may cover expenses related to entry fees, transportation, and lodging.

How to Request Contingency Funds

A request for funding will be submitted on-line at <https://wsu.dserec.com/online/clubsports>. Pending approval, a hearing will be submitted to the Sport Club Council. The hearing will take place at the next regularly scheduled council meeting. Representatives from the club will be expected to attend the hearing for their defense of the application for additional funding. Some considerations of the Council for allocation of the contingency funds will include, but are not limited to, the current standing of the club with the Sport Club Federation, current funds available in the contingency fund, fundraising efforts put forth by the team and compliance to the policies and procedures outlined by the Sport Club Federation. After deliberations have been completed, the Council will put the request to a vote. If the requesting club has members on the Council, these persons will not be allowed to vote or be present for the vote or discussion. In the event that this should occur, a deciding vote will be given to the Sport Club Administration present at the meeting. If actual costs are less than those expressed in the request the club may be required to return the excess award or an equal percentage of the reduction in costs.

Capital funding requests will typically take place at the same time or just after annual budget requests. Capital requests are those that are over \$10,000 in costs AND have an expected lifetime of over five years. Capital funding requests allow clubs to be able to make large equipment purchases without having a tremendous impact on a single year's budget.

FUNDRAISING

What is a fundraising activity?

For the purposes of Sport Club fundraising, a fundraising activity is any effort in which a student organization is raising money for the organization's operations, programs, or projects. These activities may be in-person, online, via mail, email, or other communication platforms and may be transaction-based or gift-based.

Requirements and Process For Fundraising Activities

Complete an event request in DSE. Some events may need to be submitted at least 2 months in advance, depending on WSUF participation, contracts, advertising materials, purchasing so please submit events as early as possible.

Transaction-based Fundraising

What is a transaction? A contribution where a tangible good or service is received in return (i.e., selling sweatshirts or hats, or a payment used to cover the cost of attending an event such as a golf tournament registration fee or dinner payment). **Funds received via a transaction-based fundraiser can be deposited directly to a Club's UREC account.**

Transaction-based fundraising examples/opportunities:

- Items for sale, produced by the organization (candy grams, gift baskets, flower bouquets, bake sales, etc.)
- Items for sale, directly related to the organization's mission or goals (registration fee for clinic)
- Items for sale, directly promoting school spirit (but do not infringe upon university trademark policies)
- Services for sale (i.e. Rent-a-Rower)
- Admission fee for games/events (benefit dinner, tickets for games, etc.)
- Sale of pre-packaged items (candy, gum)
- Resale of items (Silent Auction, "Garage" sale) donated to the organization

Gift-based Fundraising

What is a gift? Money or items (in-kind gift) given voluntarily, without receiving anything in return, is considered a gift.

If an individual making a gift wants their gift to be tax-deductible and/or would like donor recognition with the WSU Foundation (WSUF), the gift must be made through the WSUF.

If a donor is not interested in their gift being tax-deductible or receiving donor recognition, the gift can be made directly to the team and deposited in the team's UREC account. Gifts should not be made to an individual's personal peer-to-peer payment apps or money transfer apps.

All sport clubs have Gift Funds established to receive donations. Money in these accounts can be used for team operations. There is a link on the Sport Club web page to each. Teams can also post these links on their socials and Involve page.

Some clubs have additional Gift Funds (Crew, Hockey, Wrestling, Ski, Rugby) that cannot be used for general operations but instead are intended for scholarships, awards or are Endowment Funds that provide operational funding via the interest earned on the fund.

What is a tax-deductible gift? For the gift to be tax deductible for the donor, the gift must be made to an organization recognized as not-for-profit by the IRS. The WSUF is a registered 501(c)(3) not-for-profit organization. The WSUF exists solely for WSU's benefit and serves as the preferred conduit for private gifts to all areas of the University. **A 5% Advancement fee is applied to all gifts made through the WSUF.**

WSUF-sponsored resources, tools, and fundraising platforms:

Communication/Solicitation Lists– Before sending any mass communication or donation requests to your organization's alumni and/or historical donors, an event request must be submitted and approved in DSE. Any content and contact lists will need to be approved.

Via the event request, clubs can request a list of alumni who previously participated in their organization and/or historical donors to their organization, including individuals, businesses, and foundations. These lists come from WSU Advancement, which includes the WSU Alumni Association and the WSUF. Contact information, as well as communication and donation request preferences for individual records, are updated regularly.

Clubs should not use their own alumni and donor lists to send mass communications or donation requests as contact information is frequently outdated, and records do not include individuals' communication and donation preferences.

CougStarter - Washington State University's crowdfunding program (comparable to GoFundMe or Kickstarter), empowering student groups to share their visions, ideas, and plans. Clubs receive support from the WSUF to create their project/campaign, set up their online giving page via the CougStarter platform and create a communication plan to promote the fundraiser. CougStarter takes place in both fall and spring semesters and projects are live for three weeks. Sport Clubs can participate in CougStarter once annually. Learn more at <https://cougstarter.wsu.edu/about> or reach out wsuf.cougstarter@wsu.edu.

#CougsGive – Washington State University's annual one-day online fundraising event, typically held in April, designed to bring the "Cougar Family" together to support student scholarships, research, university programs and student-led initiatives. The event focuses on community, encouraging alumni, parents, and friends to donate and share their "WSU story" to build the university's future. Applications to participate open early in the spring semester. Learn more at wsuf.cougstarter@wsu.edu.

Additional Gift-based fundraising examples/opportunities:

Social Media - Using your organization's social media accounts is the most accessible way for your organization to communicate with your organization's former participants, alumni, volunteers, historical donors and your members' networks, including family and friends. You do not need to request a communication or a list

Letter/Email/Text Campaigns - These are typically short messages that provide an update on an organization to former participants, alumni, volunteers, current-member's family and friends, and historical donors with a request to give; typically includes instructions on how to make a gift, such as how to make a gift online (Giving link or QR code) or via check through the WSUF.

Sponsorships - Gifts from corporations and small businesses sometimes include recognition like adding a business logo to promotional materials, social media posts, etc. All outreach to corporations needs to be approved by the Student Affairs development team.

Most sponsorship gifts are processed through the WSUF, as corporations want the tax-deduction and recognition; however, this is determined by the donating entity. Sponsorship gifts can be made via a giving link or check. Some sponsors ask for an invoice to be able to process the sponsorship, and students can request an invoice in these cases.

After Receiving a Donation – Stewardship

Stewardship is the process of thanking donors and sharing impact with them after they have made a gift. A thank you card, note, or video should go out as soon as possible after a gift is made. These can be physical or digital.

UREC will prepare thank you cards for donors 2-3 times per semester and ask members to sign the cards before they are sent out. Teams may opt to include a newsletter, team photo or other item that will personalize the thank you and express appreciation to the donor.

Thank yous should not include another ask to give. When stewardship is done well donors are more likely to give again during your next fundraising activity.

PURCHASING & USE OF FUNDS

Equipment & Supplies

Club officers and coaches are responsible for prioritizing what equipment a club requires and arranging the purchase with your Club Coordinator. Only club officers can request purchases of equipment.

Use the **Purchase Request Form on UREC Sport Club** website to make a purchase for any items or equipment. Purchases can be made in several ways:

1. All club purchases must occur through one of these three processes.
 - a. **University Purchasing Card (credit card) - preferred**
 - b. University Purchase Order
 - c. A check request can be completed directly to the vendor
2. Individual reimbursements are not an acceptable process for purchase of items unless extraordinary circumstances and previous approval by your Club Coordinator
3. **Any items totaling over \$10,000 (including shipping and taxes) must go through a competitive bid process with WSU Purchasing.** This will take several weeks.
4. **All apparel with WSU logos must be purchased through approved vendors.**
5. No uniforms or personal equipment may be purchased with UREC funds. Only raised funds may be used for these items.
6. UREC funds may be approved to purchase items for resale or other large expenditures to support a club's fund-raising activities. These state funds must be replaced in the UREC account after the fundraiser is completed.
7. State funds may never be spent on food, alcohol, or giveaways of any kind. With restrictions, trophies, and awards may be purchased from these accounts.
8. All club equipment items must be inventoried at the end of each school year by completing an Equipment Inventory form to be kept on file in the Sport Club Federation office.

Travel Expenses

With prior approval, club funds may be used for approved travel expenses, including entry fees, lodging, transportation, fuel, and vehicle rentals. Registration materials and lodging requests should be submitted in DSE as early as possible but **a minimum of 2 weeks in advance of travel** to allow adequate processing time.

- Lodging: due a minimum of two weeks in advance of the required date in DSE. Your Club Coordinator must confirm all lodging reservations that will be paid from club funds.
- Registration Fees: submit a Purchase Request Form at least 3 weeks in advance
- Rental Cars: must be booked by UREC (will utilize WSU state contract to reduce cost to team)
- Gas: use the gas cards in the Travel Binder (or that is provided by Motor Pool)
- Reimbursements: all require receipts and must be for allowable purchases

TRAVEL POLICIES AND PROCEDURES

Sport Club Travel Policy

All Sport Club travel must be approved by University Recreation (UREC) before departure and must comply with WSU travel, vehicle, and safety policies. Travel requests must be submitted through DSE at least **14 days before travel**. Clubs that regularly travel to the same off-campus practice location may submit a semester travel request. Travel may not occur until all required approvals, rosters, and documentation have been completed.

Eligible Travelers

Only approved club members, registered coaches, approved volunteers, and authorized WSU faculty or staff may travel with a club. All travelers must be listed on the approved travel roster and have completed all required participation forms. Guests, friends, family members, and other unauthorized individuals may not travel with the club.

Transportation Methods

Sport Clubs must use UREC-approved transportation, including UREC vehicles, WSU Motor Pool vehicles, rental vehicles, charter transportation, or commercial transportation. Personal vehicles are not allowed for official Sport Club travel. Exceptions may be approved by UREC in advance and may require completion of a Personal Vehicle Driver and Passenger Acknowledgement Form.

Driver Requirements

Only UREC-authorized drivers may drive during approved club travel. Drivers must have a least 2 years of driving experience, complete all required training and authorization requirements before travel and maintain a valid driver's license. Drivers must comply with all WSU vehicle and driving requirements.

Driver Authorization process - follow steps on the UREC Sport Clubs website:

1. Complete training courses: Distracted Driver and Driver Safety
2. Review state and University policies pertaining to the authorized, safe, and efficient operation of vehicles used on official University business
3. Make and complete an appointment with a UREC Sport Club staff to have them verify your driver's license.

Van and trailer drivers are subject to additional training and authorization requirements. Reach out to your Sport Coordinator at least 1 month in advance for this type of travel.

Travel Safety Standards

- Travel should occur between **6:00 a.m. and 12:00 a.m. (midnight)** whenever possible.
- Clubs may not drive more than **10 total hours in a single day**.
- Trips exceeding **150 miles each way** must have at least **two authorized drivers available for each vehicle or one more driver than number of vehicles**.

- Club members are responsible for checking weather conditions prior to departure to determine if travel is safe. Do not travel in unsafe road and weather conditions. If unsafe conditions require a delay in returning to Pullman, contact the UREC on Call phone for lodging assistance.
- UREC may delay, modify, or cancel travel due to weather, road conditions, driver fatigue, or other safety concerns.
- Groups that need to travel outside a 500-mile radius are encouraged to take public transportation.

Vehicle Rules

While traveling on club business:

- All occupants must wear seat belts.
- Drivers must obey all traffic laws and posted speed limits.
- Only hands-free mobile device use is permitted while driving.
- Alcohol, illegal drugs, and other impairing substances are prohibited.
- Tobacco use is prohibited in university vehicles.
- Only approved travelers may ride in university vehicles.
- Drivers are personally responsible for all parking tickets, citations, and fines.
- Vehicles must be kept clean, secured when unattended, and returned on time.

Vehicles that are not returned full of gas, clean and on time will result in a refueling/cleaning/late fee being assessed to the team.

Picking up a Vehicle through WSU Motor Pool or UREC:

1. A Vehicle Authorization Release Form must be completed and signed by the Assistant Director.
2. The person picking up the van must be designated as a certified driver on Sport Club Manager.
3. Double check Motor Pool hours when planning.

All clubs will be required to take a Travel Binder on each trip. Each binder will include:

1. Travel Authorization
2. Travel Roster and Itinerary
3. Hotel/Lodging Information
4. Maps and Weather
5. Emergency Contact Information
6. Accident Report Forms and Travel Emergency Instructions
7. Sport Club Federation Travel Policies and Gas Card Information
8. Policies and Procedures for Driving Washington State University Vehicles

Travel Emergencies

In an emergency, first address any immediate medical or safety concerns and contact 911 if needed. As soon as possible, notify the UREC on Call staff member at **(509)595-5642**. Clubs must carry all required travel documentation and emergency information while traveling. A UREC incident report must be completed in the event of a travel emergency.

Class Absences for Travel

Participation in Sport Club travel does not automatically excuse a student from class. Students are responsible for communicating with their instructors before travel and completing any required coursework.

WSU/UREC POLICIES AND PROCEDURES

Alcohol, Tobacco, and Drug Policy

Sport club members may **not possess, use, or be under the influence of alcohol, marijuana, illegal drugs, or related paraphernalia during any club activity**, including practices, competitions, team events, and travel to or from those activities.

Violations may result in:

- Removal from the activity or facility
- Suspension of travel or participation
- Referral to University Recreation, the Center for Community Standards, and/or law enforcement
- Club disciplinary action, including sanctions against the entire club

Sport clubs are responsible for the conduct of all members while representing WSU.

WSU is a tobacco-free campus. Tobacco and nicotine products, including cigarettes, cigars, chewing tobacco, and vaping devices, are not permitted in University Recreation facilities or during university-sponsored events. Users must leave recreation facilities and fenced activity areas to use these products.

Related Policies

- <https://apps.leg.wa.gov/wac/default.aspx?cite=504-26>
- <https://communitystandards.wsu.edu>

Standards of Conduct

As WSU students and student organization members, sport club participants are expected to represent the university responsibly both on and off campus. All club members must follow the WSU Student Code of Conduct and applicable university, conference, league, and national governing body policies.

Violations of university policy may result in disciplinary action by WSU and University Recreation.

Related Policies

- <https://apps.leg.wa.gov/wac/default.aspx?cite=504-26>
- <https://handbook.wsu.edu>

Hazing

(1) Hazing includes any

activity committed in the course of initiation into, affiliation with, or maintenance of membership in a student organization, athletic team, or living group that:

- (a) Causes or creates a risk of physical or psychological injury, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization; or
- (b) Endangers the mental or physical health or safety of a student, regardless of the person's willingness to participate.

(2) Examples include, but are not limited to:

- (a) Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- (b) Causing, directing, coercing, forcing, or otherwise inducing sleep deprivation, excessive fatigue, exposure to the elements, confinement in a small space, extreme calisthenics, unreasonable or unnatural physical activity, or other similar activity;

- (c) Causing, directing, coercing, forcing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - (d) Causing, directing, coercing, forcing, or otherwise inducing another person to perform sexual acts;
 - (e) Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - (f) Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law;
 - (g) Causing, directing, coercing, forcing, or otherwise inducing another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law;
 - (h) Use of alcohol during activities targeted towards new members;
 - (i) Morally degrading, humiliating, or embarrassing games or activities; or
 - (j) Creating, enforcing, or exploiting power imbalances between members.
- (3) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events, such as intramural or club sports and NCAA athletics, or other similar contests or competitions.
- (4) Hazing is prohibited both on and off campus.

Hazing is strictly prohibited. WSU and University Recreation have a zero-tolerance approach to hazing. Any club or individual found responsible for hazing may face suspension, loss of club recognition, university disciplinary action, and potential criminal penalties.

Hazing includes any activity connected to joining or maintaining membership in a group that causes, or is likely to cause, physical, emotional, or mental harm, regardless of a person's willingness to participate. Examples include:

- Forced alcohol or drug use
- Physical abuse or dangerous activities
- Excessive fatigue or sleep deprivation
- Humiliating, degrading, or intimidating activities

Team practices, conditioning, and legitimate sport-related training are not hazing; however, any activity that places members at risk or serves no legitimate team purpose is prohibited.

Related Policies

- <https://apps.leg.wa.gov/wac/default.aspx?cite=504-26-206>
- <https://app.leg.wa.gov/RCW/default.aspx?cite=28B.10.901>

Reporting Concerns

If you see something, say something. Report behavior that threatens the safety, wellbeing, or integrity of the WSU community.

Emergency

- Call **911** for any emergency.
- Pullman Police Non-Emergency: **(509) 332-2521**

WSU Reporting Resources

- **Center for Community Standards**
Phone: (509) 335-4532
Email: community.standards@wsu.edu
- **Compliance and Civil Rights (EP 15 concerns)**
Phone: (509) 335-8288

Email: ccr@wsu.edu

[File a Complaint](#)

- **University Recreation:** Reports made to UREC staff may be referred to the appropriate university office for review.
 - Complete a UREC Incident Report Form

Members should also follow reporting requirements established by their sport's National Governing Body (NGB).

Sportsmanship

The development of team and individual sportsmanship is of fundamental importance in all University Recreation activities. Behavior before, during and after any contest reflects on the individual players, club team, the Sport Club Federation, University Recreation, and Washington State University. A team is collectively responsible for the actions of the individual team members and spectators related to their team. All teams and individuals are expected to maintain the highest level of sportsmanship during all contests and club activities

SAFETY & RISK MANAGEMENT

Safety is everyone's responsibility. Club officers, coaches, and members are expected to take reasonable steps to prevent injuries, protect participants, and create a safe environment for all club activities. Clubs must follow University Recreation policies, WSU policies, and applicable National Governing Body (NGB) rules and safety standards. [\[UREC RM Ma...2025-2026 | Word\]](#), [\[DRAFT - UR...2026-2027 | Word\]](#)

Club Officer, Member and Coach Responsibilities

- Inspect practice, competition, and event facilities before use. Do not use a facility, field, court, or equipment that appears unsafe.
- Immediately report facility or equipment concerns to University Recreation staff. Activities should be modified, suspended, or canceled if an unsafe condition presents an immediate risk.
- Follow all safety requirements, rules of play, equipment standards, and risk management guidelines established by your sport's NGB.
- Ensure required safety equipment is available and used appropriately during practices, competitions, and travel.
- Monitor weather, facility conditions, participant behavior, and other factors that could affect participant safety.
- Know the location of emergency equipment, including first aid supplies and AEDs, when using UREC facilities.

Incident and Injury Reporting

- Any injury, illness, equipment failure, property damage, conduct issue, or safety concern that occurs during a club activity must be reported to University Recreation as soon as possible.
- Club officers are required to complete and submit an Incident Report Form for reportable incidents, especially during off-campus activities. [\[DRAFT - UR...2026-2027 | Word\]](#)
- Incident reports should be accurate, factual, and completed as soon as possible after the event. Do not guess, speculate, or diagnose injuries

Emergency Situations

- In an emergency, call **911** first and then notify University Recreation staff as soon as possible.
- Club officers, coaches, and members should cooperate with emergency responders and follow all instructions provided by University Recreation and university officials.
- Activities must stop immediately if continuing would create an unreasonable risk to participants or others.
- Complete a UREC Incident report form for any and all accidents, injuries or incidents.

Failure to follow safety requirements, report hazards, or comply with University Recreation, WSU, or NGB safety standards may result in disciplinary action, suspension of activities, travel restrictions, or loss of club privileges.

Related Resources

- WSU Student Code of Conduct: <https://communitystandards.wsu.edu>
- WSU Policies and Regulations: <https://apps.leg.wa.gov/wac/default.aspx?cite=504-26>
- University Recreation Policies: [UREC Policies](#)

Lightning/Adverse Weather Procedures

Participant safety comes first. Outdoor activities must be suspended when lightning or other severe weather creates unsafe conditions.

- **If you see lightning and hear thunder within 30 seconds ("flash-to-bang"), clear the field and move participants to a fully enclosed building or vehicle with the windows closed.**
 - Avoid open areas, tall objects, and being the highest object in the area.
 - Once play is suspended, notify all participants and ensure they seek shelter.
- Do not resume activities until **30 minutes** have passed since the last lightning strike or thunder.
- Follow directions from UREC staff when present. If off campus or no supervisor is available, club officers and coaches are responsible for making safe decisions.
- Practices, competitions, and events may also be postponed or canceled due to rain, snow, fog, poor visibility, unsafe field conditions, or other hazardous weather.

Club officers and coaches are expected to prioritize participant safety and suspend activities whenever conditions become unsafe.

Sport Club Federation First Aid and CPR Requirement

Each sport club must designate a **Safety Officer** who maintains a current First Aid, CPR, and AED certification. A copy of the certification must be on file with University Recreation.

A currently certified First Aid/CPR/AED individual must be present at all practices, competitions, and club activities that are not directly supervised by University Recreation staff. This individual may be the Safety Officer, coach, or another club member.

Sport clubs may not begin practices, compete, or travel until this requirement has been met. At least one certified individual must travel with the club on all approved trips.

University Recreation will provide First Aid, CPR, and AED certification training at no cost for each club's coach, Safety Officer, and up to two additional club members. Clubs are responsible for ensuring these certifications remain current throughout the academic year.

Incident Reports

All injuries, accidents, illnesses, and significant incidents that occur during club activities must be reported to University Recreation within **24 hours**.

- For **off-campus** practices, competitions, and travel, club officers are responsible for completing and submitting an Incident Report Form.
- For **on-campus activities supervised by University Recreation staff**, UREC staff will complete the Incident Report Form for club members and visiting participants.
- Incident reports should be completed as soon as possible and include accurate, factual information.

Incident Report Form: https://wsu.co1.qualtrics.com/jfe/form/SV_eCDvTaIK8XfAdDM

In Case of an Emergency

Call 911 if a serious injury occurs. Protect the injured parties. Take what first aid steps are necessary to maintain or restore life until emergency personnel arrive. Comfort and reassure the injured party.

In the event of injury that requires transportation to the hospital or emergency medical assistance, contact the UREC on-call phone

- **Sport Club Emergency Phone: 509-595-5642 (goes to pro-staff on-call phone)**

If you cannot reach anyone, please leave a message with contact information. If University Recreation staff is present at your event, they will contact one of the above regarding the emergency.

Bloodborne Pathogens and Biohazard Safety

To protect participants and reduce the risk of disease transmission, all blood and bodily fluids should be treated as potentially infectious.

- Any participant with an open wound, bleeding injury, or blood-contaminated uniform must stop participation immediately. Participation may resume only after bleeding has stopped, the wound is properly covered, and contaminated clothing or equipment has been cleaned or replaced.
- Always wear disposable gloves when providing care or cleaning blood or bodily fluids.
- Wash hands thoroughly after removing gloves and before eating, drinking, or handling contact lenses.
- Clean and disinfect any contaminated surfaces or equipment before activity resumes.
- Place blood-contaminated materials, including gloves, gauze, bandages, or other disposable items, in designated biohazard disposal containers or bags.
- Never handle broken glass or other sharps with your hands. Use appropriate tools and dispose of sharps in an approved sharps container.

If a blood or bodily fluid exposure occurs, immediately notify a Sport Club Coordinator or University Recreation staff member and complete an Incident Report Form.

Clubs may obtain biohazard disposal bags and replacement supplies through University Recreation.

PARTICIPANT HEALTH AND SAFETY REQUIREMENTS

Each individual participating in a club sport must take responsibility for his/her own health and safety. All individuals who intend to participate in activities in the club sport program should, for their own protection, have a physical examination by a qualified medical professional before participating in any sport club activities.

All club members desiring to train, work out, compete, meet, or travel with a club must have a current Assumption of Risk and Release of Liability Form completed prior to their participation in Sport Club Activities. These can be completed via DSE.

All visiting teams will have to fill out a Visiting Team or Individual Competition Assumption of Risk and Release of Liability form before practicing or playing on any WSU fields or facilities or in a WSU hosted event. Each member of the team must fill out a form, but it only needs to be filled out once each year. Supervisors present at each on-campus event will be responsible for obtaining signatures from the visiting team.

Medical Insurance

Washington State University and University Recreation do not provide medical or health insurance coverage for sport club participants. Participation in sport club activities is voluntary, and participants are responsible for any medical expenses resulting from injury or illness.

All sport club members are strongly encouraged to maintain personal health insurance coverage and are responsible for understanding their own insurance benefits before participating in club activities.

SCHEDULING FACILITIES AND EVENTS

Scheduling a Facility

Many recreational/sport facilities are shared between the Athletic Department, the College of Education, and University Recreation. This puts heavy pressure on relatively limited facilities. It is vital that field/facility needs are planned well in advance the Fundraising/Facility/Special Event Request is submitted to reserve space. This must be done each semester. Do not expect that a facility is reserved just because it has been in the past.

Complete a Fundraising/Facility/Special Event Request Form online at <https://wsu.dserec.com/online/clubsports>. Requests will be sent to the UREC facilities scheduler or arrangements will be made with whoever else controls the facility. The facility is not scheduled for use until confirmation is received. Due to high demand and various needs, facilities may not always be available when desired. All requests must be made at least two weeks in advance of the event. While scheduling facilities early in advance doesn't guarantee use of the facility it does increase the likelihood. If changes need to occur to scheduled practice or competition times, notice needs to be given two (2) weeks prior to the date of the practice or competition.

For all on-campus practices supervised by a University Recreation Staff member, clubs have 30 minutes from the scheduled start time of the practice to have a minimum of eight (8) members arrive. If there are less than eight (8) members 30 minutes after the scheduled start time, the practice will be canceled and the club will be charged for the supervisor's wages for the entire practice.

If at any point during the scheduled practice time there is less than eight (8) members present, the practice will be canceled from that point forward and the club will be charged for the supervisor's wages for the remainder of the practice.

A club season schedule of home and away events is required to be submitted to their Club Coordinator two weeks after the beginning of each semester. If a season starts later in the semester and you are unable to

submit a schedule at that time, make alternate arrangements with your Club Coordinator. Submitting a schedule is to your benefit as your event will be promoted through University Recreation.

Any club practices, competitions or events scheduled on turf fields (Martin Stadium, Rogers Practice Field, Grimes Playfield, or Valley Road Playfield) will require all participants to wear non-metal cleats. All participants will be subject to a shoe check prior to each practice and will not be allowed to participate if not wearing proper footwear.

Scheduling Meeting Rooms

Meeting rooms are available in the CUE, Compton Union Building, Chinook Student Center, Student Recreation Center, and in other University buildings. Most rooms are free for student group use unless there's an entry fee or A/V equipment or catering needs. Any requests for meeting rooms may be submitted by approved officers by using the Facility Request Form and submitting it to your Club Coordinator.

Cancellation of Practice or an Event

Notify your Sport Club Coordinator immediately if a practice, competition, or event must be canceled. Clubs must provide at least 24 hours' notice for weekday activities and by Friday at noon for weekend activities to avoid supervisor charges.

If cancellation notice is not provided on time, the club is responsible for the scheduled supervisor wages, which will be charged to the club's UREC account.

For weather-related cancellations, notice must be provided by 4:00 p.m. for weekday activities or noon for weekend activities to avoid cancellation charges.

No cancellation penalties apply when an event is canceled by University Recreation or the opposing team.

MARKETING YOUR CLUB

Posters, Flyers, and Promotional Materials

University Recreation Marketing can help clubs promote events, recruit new members, and share accomplishments through flyers, posters, digital signage, website features, and other marketing materials.

- All flyers, posters, and promotional materials must be approved by your Sport Club Coordinator before distribution.
- Clubs may not create or distribute materials using the WSU or University Recreation brand without approval.
- Submit marketing requests through the approved club marketing process. UREC Marketing will assist with design and distribution.

Copies and Printing

Clubs may make copies for club business and promotional purposes. Printing costs will be charged to the club's UREC account. For larger print jobs or specialty printing, submit your request to your Sport Club Coordinator and include:

- Number of copies needed

- Paper color or printing specifications
- Requested completion date

Please allow adequate time for printing and production.

Club Websites and Involve

Each sport club is listed on the University Recreation website and **must maintain a page on WSU Involve**. Clubs are responsible for ensuring all content, images, and communications are professional, accurate, and consistent with university policies. Use your Involve site to promote events and activities. **Note – events that are approved in Involve still must be entered into DSE and approved by UREC staff.** DSE events are used to schedule facilities, approve expenses/travel and verify safety plans.

Media Relations

If your club is contacted by a reporter, newspaper, television station, radio station, or other media outlet, notify your Sport Club Coordinator before responding. University Recreation and WSU Marketing & Communications can help coordinate messaging and identify appropriate club representatives.

Apparel, Uniforms, and Use of WSU Trademarks

Washington State University's name, logos, trademarks, and graphics are protected and may only be used in accordance with university trademark and brand standards.

All sport club uniforms, apparel, merchandise, and promotional items that include any WSU name, logo, mark, or reference must:

- Be approved by University Recreation before ordering.
- Be purchased from a WSU licensed vendor.
- Comply with all WSU trademark and branding requirements.

Sport clubs may not order uniforms, apparel, or merchandise containing WSU trademarks from unlicensed vendors. Purchases made through unlicensed vendors may not be worn during club activities, sold, reimbursed, or distributed.

Before placing any order, submit artwork and vendor information to your Sport Club Coordinator for approval.

WSU Trademark Resources

<https://trademarks.wsu.edu>

<https://brand.wsu.edu>

Failure to follow WSU trademark requirements may result in loss of club privileges, denial of reimbursement, or other disciplinary action.

UREC/SCF SERVICES AND EQUIPMENT FOR CLUBS

The Sport Club Federation Office is located in the Student Recreation Center room 250. The office is open 8am to 5pm Monday-Friday during the academic year. A Sport Club Coordinator can provide assistance and services in the following:

- Program advising;
- Formation and development of fiscal management;

- Budget preparation and fiscal management;
- Program publicity and promotion;
- Equipment purchase and storage;
- Arrangements for use of fields and facilities;
- Transportation and travel arrangements including use of department vans;
- On-campus event registration and planning;
- Space for small meetings during SRC hours;
- Phone for club use only;
- Limited computer use--club purposes only; and
- Sport Club Federation equipment checkout

Equipment

The Sport Club Federation has over time been able to purchase several items that clubs can use for free. These include:

1. 10' x 10' Canopy
2. Scoreboards
3. Cones
4. Corner Flags
5. Linesman Flags
6. Paint for lining fields and field liners
7. Barrier posts, rope, tape for sidelines, etc.
8. Field markers that sink into the ground for placing flags, posts, etc.
9. Tape measures
10. Volleyball Official's Standards
11. Other field marking equipment

To reserve one of the above items, please include these needs in any Special Event/Fundraising Request.

Storage is also available for minor field and club equipment. No personal equipment please. During the summer, club items such as uniforms, helmets, safety equipment, etc. can be stored.

THE SPORT CLUB FEDERATION COUNCIL

The Sport Club Federation Council (SCFC) is the student governing body of the Sport Club Federation under the auspices of the Department of University Recreation.

1. The Sport Club Federation Council represents the member clubs of the Sport Club Federation to the department and in all matters before the UREC Board regarding the Sport Club Federation.
2. The Sport Club Federation Council assists the Sport Club Coordinators in representing the Sport Club Federation to the WSU administration.
3. The Sport Club Federation Council also works with the Sport Club Coordinators in developing policies and procedures, for managing the Sport Club Federation.
4. For matters not within the purview of the Office of Student Standards and Accountability, the Sport Club Federation Council serves as the recommendation disciplinary board for the Sport Club Federation. The Sports Club Federation Council may hear complaints brought by club members against other club

members or rule violations by clubs or individuals within the club. The Council makes recommendations for resolution of interclub conflicts and gives recommendations for team sanctions for policy violations.

5. The Sport Club Federation Council is responsible for recommending S&A allocations to the clubs of the Sport Club Federation.
6. The Sport Club Federation Council also directs the allocation of the contingency funds available for club support during the school year.
7. The Sport Club Federation Council works to support the clubs through media relations, special projects and other forms of assistance that they can develop.
8. Each member of the Sport Club Federation Council will receive \$500 added to their respective club's budget.

Sport Club Federation Council Positions

The Sport Club Federation Council is comprised of seven members and two alternates elected by the Sport Club Federation to serve one-year terms beginning with the start of each school year. The Council selects a President and Vice-President out of their membership to serve during the one-year term of the Council.

President:

The Council President is responsible for setting the agenda and governing meetings of the Council as well as the regular meetings of the Sport Club Federation as a whole. Additionally, the President is required to attend any meetings or functions when Sport Club Federation business is on the agenda.

Vice President:

The Vice-President serves in the same roles as the President in her or his absence or inability to perform the duties. Additionally, the Vice President is responsible for the taking and distribution of the minutes of each meeting.

Elections

Elections to the Council take place during the regularly scheduled Sport Club Federation end-of-year banquet at the end of April during each school year with the Council members taking their positions officially at the beginning of the fall semester.

Nominations to the Council positions are to be established in April. The nominees will be expected to speak to the Sport Club Federation end-of-year banquet in April, explaining why they feel they should be elected to serve on the Council. Elections will take place immediately thereafter with each member club in attendance allocated one vote per position. In the case of ties, a runoff vote will be taken. Vacancies due to graduation, leaving school, resignation or removal will be filled at the following Sport Club Federation monthly meeting with nominations and election to take place during that meeting.

FAILURE TO COMPLY WITH POLICY

Sport clubs and their members are expected to comply with University Recreation policies, the WSU Student Code of Conduct, and applicable laws.

- Alleged violations may be referred to the appropriate university office, including the **Center for Community Standards, Compliance and Civil Rights**, or law enforcement, as appropriate.
- University Recreation may place interim restrictions on individuals or clubs when necessary to protect the health, safety, or wellbeing of participants or the university community.

- Clubs and individuals will be provided notice of alleged violations and an opportunity to respond before disciplinary decisions are made, except when interim measures are necessary.
- University Recreation may consult with the Sport Club Council when reviewing club-related matters, but final decisions regarding club status, participation, and program eligibility rest with University Recreation.

Possible sanctions include:

- Educational requirements
- Probation
- Loss of privileges, funding, travel, facility access, or vehicle use
- Suspension of individuals or club activities
- Removal from the Sport Club Federation
- Referral to university conduct processes or law enforcement

University Recreation may impose additional program requirements or conditions before reinstating a club or participant following a policy violation.

University Recreation may also impose interim restrictions when necessary to protect the health, safety, or wellbeing of participants.

Review Process

1. A report or complaint is received and reviewed by University Recreation.
2. University Recreation gathers information and meets with the individuals and/or club involved, as appropriate.
3. The club and involved individuals will be notified of the alleged violation and provided an opportunity to respond.
4. University Recreation may consult with the Sport Club Council and other university offices before making a decision.
5. A written decision and any sanctions will be provided to the club and/or individual.