University of St. Thomas  
Club Sports Program

Club Sports Overview

The Department of Campus Life in the Division of Student Affairs governs a Club Sports Program at the University of St. Thomas. The Coordinator of Student Involvement and Retention Chairs a Club Sports Advisory Board that oversees all Club Sports.

Club Sports Advisory Board

The Advisory Board consists of the Executive Director of Campus Life, Vice President of Financial Affairs of the All College Council, the Facilities Coordinator for Athletics, the Director and Associate Director of Athletics and the Chair of the Board. The Board reviews all applications for recognition as a Club Sport and grants acceptance or rejection. It also reviews all budget requests and allocates appropriate funding to each Club Sport. In addition, the chair works with each individual Club Sport to ensure compliance with the policies and procedures and to be available for consultation from a club’s administration.

The Advisory Board has the authority to:
- Request a financial report from the club sport at any time
- Deny an application due to a club’s inability to meet the requirements of recognition or due to the sport being of high risk to injury.
- Terminate Club Sport status due to the violating of policy.

Purpose of Club Sports

A club sport is a group of St. Thomas students voluntarily organized for the purpose of furthering their common interest in an activity through participation and competition. They are designed to serve individuals interested in different sports and recreational activities not offered on the varsity level at the university. These interests are competitive in nature.

Involvement in Club Sports is meant to be a learning experience for the members as are varsity and intramural sports and all other co-curricular activities. Club Sports should allow students the opportunity for involvement in skill development, public relations, fundraising, budgeting, administration, scheduling and team work. The offices of Campus Life and Athletics provide professional guidance, facility support, an administrative framework, and will assist financially those clubs officially recognized as a Club Sport. However, it is the intention of Campus Life that each Club Sport is student governed and operates as independently as possible.
Club Sport Recognition

Recognized Club Sports are eligible for funding from the Club Sports Advisory Board and must meet the requirements of a Club Sport.

- Club Sport Teams are Clubs first and must meet all the criteria of being a club outlined in the Club Handbook.
- Club Sport Teams must compete against other club sports teams, varsity teams, tournament teams or recreational teams from organizations outside of St. Thomas. A schedule with a minimum of three competitions is required for Club Sport recognition.
- Clubs cannot duplicate a club or opportunity already provided or offered by another St. Thomas club, team, or organization.
- A Club Sport cannot receive funding from the ACC. If a recognized Club Sport chooses to apply for and receive funding from the ACC its status as a Club Sport will be terminated for that academic year. A Club Sport, however, can receive money from the Conference and Competition Fund.

The process for Club Sport Recognition for First-Year Student Clubs:
- First-Year student clubs cannot be recognized as a Club Sport. However, it is important to understand Club Sport Status when writing your constitution and registering.
- Complete the New Student Club Recognition and Registration Form and Guidelines packet, available online (be sure to read the Club Sports Appendix).
- In Spring of the current academic year, the Club Sports Advisory Board will contact you regarding the completion of a Club Sport Application and Budget Request Form for the following academic year. Please fill out these forms and wait for further notification.

The Process for Club Sport Recognition and Funding for Non First-Year Student Clubs:
- Complete the Registration Process for Student Clubs, available online. A Club Sport must register with Campus Life every academic year like all other student clubs. A Club Sport is a Student Club first and a sport second.
- In addition, fill out the Club Sport Application and Budget Request Forms.
- Provide the Club Sports Advisory Board with a complete roster of participants including social security numbers and proof of insurance for each member.

Student Eligibility and Membership

Membership in any club sport must be open to all full-time undergraduate University of St. Thomas students. Club Sport Teams can hold tryouts, however, and the Coach determines the final roster. Only currently enrolled full-time undergraduate St. Thomas students will be permitted to participate. ACTC or students from other colleges are not eligible for participation on a St. Thomas Club Sports team.
The conduct of any student representing St. Thomas as a member of a Club Sports team is expected to reflect favorably on the University. Should individuals or groups discredit the University, they will be subject to dismissal from the Club and measures may be taken against the Club.

To be considered as a member of a Club Sports team, the following conditions must be met:

- The student must be a full-time undergraduate student at the University of St. Thomas.
- A complete membership roster must be submitted to the Coordinator of Student Involvement and Retention in Campus Life before practice or competition may commence in an academic year. Additions to the original roster must be submitted to Campus Life before they may participate in practice or competition. A club will be considered inactive if the membership list is not submitted to Campus Life or the list is not current.
- Each rostered student must submit a photocopy of their insurance card, front and back, to the Coordinator of Student Involvement and Retention.
- Each rostered student must have a physical on file in Student Health Services.

**Club Sport Administration**

A Club Sport must have the following organizational structure in order to be recognized as a Club Sport:

- **A Coach, under contract with Campus Life**, that is not an undergraduate student at St. Thomas or any other collegiate institution. The Coach is responsible for managing the roster, insuring proof of insurance from each student, providing social security numbers to the Coordinator of Student Involvement and Retention, conducting practices and must be present at all competitions.
- **A Faculty or Staff Advisor from St. Thomas** that oversees the club and ensures that the coach and club officers are adhering to the policies and procedures of the university and are representing the university in a respectful and professional manner.
- **A Student Club President** who functions as the contact person for the Club when receiving information from Campus Life, Athletics or the All College Council. The President, along with the coach, is responsible for providing an updated roster, proof of insurance, social security number, adherence to the policies governing club sports and the university, and managing the budget.
- **A Student Vice-President** that is the alternate contact to the president. Duties are determined within the Club administration.
- **A Student Treasurer** that is responsible for submitting and managing the budget to the Coordinator of Student Involvement and Retention and approving all expenditures.
- **A Student Secretary** for documenting all meetings, conducting advertising, and updating the web page.

**Responsibilities of Club Sport Teams**

A club must articulate to the Board the risk factor involved in the activity. A high-risk activity is defined as any activity in which there is a dangerous factor that could lead to injury or possible loss of life. The university's insurance provider may be consulted in determining the risk factor of an activity. The Board reserves the right to reject an application based on the activities factor of risk.

Club sport members will observe the personal conduct normally expected of all university students in all on-campus and off-campus activities. Clubs will observe all university policies, rules, or regulations, written or otherwise, concerning the use of facilities and observe the Student Conduct code outlined in the Student Handbook. The Dean of Students will review violations of the Student Conduct code. Clubs will use university facilities in a manner that is in the best interest of the university.

Club Sports may not be a team in itself, but only a sponsored team. Hence, a club sport team may only use the University’s name when stated in the following manner: ____________ Club Team of the University of St. Thomas.

The club must hold at least one business meeting each month during the academic year (September - May). Minutes of such meetings must be recorded as a permanent club record and presented as documentation in the year-end review and subsequent years application. These meetings must be announced to and open to the general membership.

**Funding for Club Sports**

Funding for club sports comes from two sources:
- Club Sports Advisory Board
  - Athletic Department
  - University operating funds
  - The All College Council (ACC)
- Club generated funds (club dues, fundraising, etc.)

Estimated yearly budgets must be presented as part of the yearly application. Priority of funding will be given to current clubs. First-Year Club Sports will not be eligible for funding from the Athletic Advisory Board.

Funding will be approved for the following priorities:
- Coaches salaries
- Official and competition fees
- Meals, travel expenses and storage of equipment
University funding will not be approved for uniforms, equipment purchases, or any item that is personal in nature. The Club Sports Advisory Board will not provide additional funding for post-season competitions.

Facilities Usage

A club will coordinate all facilities needs with the Athletic Facilities Coordinator to avoid any conflicts for all parties concerned. Clubs will abide by the policies and procedures of the athletic department and its facilities or risk termination of Club Status.

Priority of facilities will be given to varsity sports, PE classes and intramural sports. Any maintenance or damage reports must be reported to the Athletic Facilities Coordinator. Facilities can only be used during scheduled facility hours of operation. Club Sports are meant to be seasonal sports and should only request facility space when in season.

Travel Involving the Use of Rental or Personal Vehicles

When traveling to and from competitions or practices, Club Sport Teams assume the risk of travelling and are insured under their personal insurance. The University is not liable for any injuries resulting from travel for Club Sport functions. Please review the Club Handbook policies on travel and complete the travel form found at www.stthomas.edu/clubs/handbook. This form must be returned to Campus Life.

The following criteria are required for Team travel:
- No alcohol can be present in a vehicle used for travel or at events of Club Sports Teams.
- When renting vehicles, drivers must be 21 years of age or older and have good driving records.
- An attentive front seat passenger must be present and regular stops should be made when travelling long distances.
- We recommend not using 15 passenger vans and if used, removing the back seat and having less than 10 people in the vehicle.
- Do not take unnecessary risks regarding severe weather or travel delays.

Fundraising, Alcohol, and Hazing

Please see the Club Handbook for policies regarding Fundraising, the use of Alcohol, and Hazing. All Club Sports must follow these policies or risk termination of its Club Sport status and further university punishment. In addition, the Club Sports Advisory Board must approve all publicized Club Sports Team sponsorships.