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SECTION 1. INTRODUCTION

Campus Recreation is committed to offering outstanding service to its participants, and to cultivating and maintaining high standards for its club sport members. This operations manual has been created to familiarize the participants and staff with pertinent and relevant information necessary to successfully administer a club sport within Boise State University guidelines. All club sports members must take note, this document is simply a guide and that much more detailed policies exist, especially when interacting with other campus entities.

1.1 MISSION AND INCLUSIVENESS

The Club Sports is a program of Campus Recreation and supports the Mission and Inclusiveness Statement.

Campus Recreation Mission
We build an engaged community that encourages healthy, active people and enhances student success.

1.2 CLUB SPORT DEFINITION

Club Sports are student clubs that promote and develop interest in a particular sport. They provide recreation, instruction and competition at the intercollegiate level.

1.3 CLUB SPORT PHILOSOPHY

Club Sports are student-run organizations for those who have a passion for a particular sport or who want to learn a new sport. Club Sport program emphasizes leadership, education and service through the sports it offers. While all Club Sports are competitive, they also stress skill development, team-building, and socialization.

1.4 CLUB SPORTS ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jared Cox</td>
<td>Associate Director, Programs and Communication</td>
<td><a href="mailto:jaredcox@boisestate.edu">jaredcox@boisestate.edu</a></td>
<td>(208) 426-5643</td>
</tr>
<tr>
<td>Alexandra Sanchez</td>
<td>Coordinator of Rec Sports</td>
<td><a href="mailto:alexandrasanchez@boisestate.edu">alexandrasanchez@boisestate.edu</a></td>
<td>(208) 426-5673</td>
</tr>
<tr>
<td>Kailey Warren</td>
<td>Athletic Trainer</td>
<td><a href="mailto:kaileywarren@boisestate.edu">kaileywarren@boisestate.edu</a></td>
<td>(208) 426-5642</td>
</tr>
<tr>
<td>Shannon Laird</td>
<td>Club Sports Program Manager</td>
<td><a href="mailto:shannonlaird@u.boisestate.edu">shannonlaird@u.boisestate.edu</a></td>
<td>(208) 426-5682</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>Club Sports Program Manager</td>
<td>Website: boisestate.edu/clubsports</td>
<td>(208) 426-1131</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
<td>Mailing Address: 1910 University Drive Boise, ID 83725-1711</td>
<td></td>
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</table>
SECTION 2. ELIGIBILITY

2.1 ELIGIBILITY REQUIREMENTS
Any Boise State University student in good standing with the university has the ability to join his or her club(s) of choice. Boise State recommends that students be cleared for participation by a medical physician every two (2) years before participating. Clubs are not able to cut or prohibit a student from participating unless he or she is found to be unsafe and may cause harm to his or herself and/or teammates.

Club Members must:
1. Abide by the Boise State Student Code of Conduct
2. Be in good academic standing
3. Take at least four (4) credits during the semester of club involvement
4. Complete and submit a yearly Participation Waiver (available on Engage)
5. Carry health insurance as required to be enrolled as a Boise State student

2.2 PARTICIPANT WAIVER
All Club Sport participants must fill out the Participation Waiver prior to starting any activity with that club – whether they intend to compete all year or only show up for a single practice. Minors, 17 years of age and younger, will need to have the waiver signed by a parent/guardian. The purpose of the Participation Waiver is to make the participant aware that playing or practicing in any sport can be a dangerous activity involving many risks of injury. The Participation Waiver also requires the participant to verify health insurance by providing a copy of their health insurance card.

In addition to meeting the eligibility requirements of the Boise State University Club Sports Program, clubs who are affiliated with regional and national governing bodies may have additional eligibility standards. Examples of governing bodies depend on the sport, but some examples include National Intramural Recreational Sports Association (NIRSA), National Club Baseball Association (NCBA), American Collegiate Hockey Association (ACHA), Men’s Collegiate Lacrosse Association (MCLA)

2.3 ROSTER CERTIFICATION PROCESS
Each academic year, clubs are required to certify their membership for league, regional and national event participation. The reason for this certification is for governing bodies to ensure that participants in events have been adhering to their eligibility requirements.

Process for registering team with governing body:
1. Locate Roster Form on your club’s governing body website. This form will usually outline the eligibility requirements for the sport or event.
2. List club sport participants on Roster Form. Gather signatures and student ID number from every participant on the club team.
3. Bring form to Registrar’s Office located on the first floor in the Administration Building. Registrar’s Office will look up participants and provide the required seal and signature.

2.4 INTRAMURAL SPORTS PARTICIPATION

Club Sport members shall be eligible for participation in the Intramural Sports Program in the sport or related sport of membership. However, only two Club Sport members, male or female, shall be listed on an intramural team roster for participation in that particular sport or related sport. If a team has any club sport members they are also required to play in the most competitive league offered. See Section 4.5 of the Intramural Sports Participant Handbook for more information.

SECTION 3. STARTING A NEW CLUB

3.1 RECOGNITION PROCESS

1. Contact the Coordinator of Rec Sports so that the interested student(s) can receive proper and updated information about the program.
2. Submit a Request to Start a New Sport form (available on Engage).
3. The sport must be recognized by either the national high school federation (NFHS) or the national collegiate athletic association (NCAA)
4. Must have a nationally recognized governing body.
5. A club must be a distinct sport from any other current club sports at Boise State.
6. Must be approved by the Risk Management Office.
7. Adequate facility space must be available on-campus or surrounding Treasure Valley.
8. Once the club meets the above requirement, it will go in front of the Club Sports Council for review and approval.

3.2 APPROVAL PROCESS

All Club Sports teams at Boise State University must be approved by the Club Sports Council and the Club Sports Administration. Groups requesting Club Sport status will be asked to present their requests before the Club Sports Council. Club Sports are governed by the same rules and regulations as any other university club and are considered “recognized” groups by the University. Furthermore, each team is required to abide by the guidelines of the Club Sports Council, the Campus Recreation Department, and the bylaws and policies governing students at Boise State University.

SECTION 4. ALLOCATION SYSTEM

4.1 CLUB SPORT FUNDING STRUCTURE

The Club Sports Council will award funds based on participation, number of travels, number of home games, and off-campus facility expenses. The Club Sports Council will consider historical
data along with the club plans for next year when considering where a club fits on each table. Each club will receive a letter with the amount of funds awarded for next year by the last day of classes. Funds will be available immediately on July 1st of that year.

Club Sports Council can allocate up to 25% of a club’s off-campus facility expenses at their discretion. Team must show a need for an off-campus facility (i.e. historical, on-campus construction, club expansion).

### PARTICIPATION

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<thead>
<tr>
<th># of Participants</th>
<th>Club Allocation Range</th>
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<tr>
<td>31+</td>
<td>$1,000 - $3,000</td>
</tr>
<tr>
<td>20 - 30</td>
<td>$750 - $2,500</td>
</tr>
<tr>
<td>12 - 19</td>
<td>$500 - $2,000</td>
</tr>
<tr>
<td>8 - 11</td>
<td>$250 - $1,500</td>
</tr>
<tr>
<td>0 - 7</td>
<td>$100 - $500</td>
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### CLUB TRAVEL

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<th>Club Allocation Range</th>
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<td>$1,400+</td>
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<td>$1,000-$1,200</td>
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<tr>
<td>3-4</td>
<td>$600 - $800</td>
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<tr>
<td>1-2</td>
<td>$200 - $400</td>
</tr>
<tr>
<td>0</td>
<td>$0</td>
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</table>

### HOME GAMES

<table>
<thead>
<tr>
<th># of Home Games</th>
<th>Club Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>7+</td>
<td>$500</td>
</tr>
<tr>
<td>5-6</td>
<td>$400</td>
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<tr>
<td>3-4</td>
<td>$200</td>
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<tr>
<td>1-2</td>
<td>$100</td>
</tr>
<tr>
<td>Host Home Tourn</td>
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</table>

### COMPLETING ADMINISTRATIVE WORK

<table>
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<th>Completing Administrative Work on Time</th>
<th>Club Allocation Range</th>
<th>Deduction</th>
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</thead>
<tbody>
<tr>
<td>Always</td>
<td>$1,000 - $3,000</td>
<td>0%</td>
</tr>
<tr>
<td>Consistently</td>
<td>$750 - $2,500</td>
<td>5%</td>
</tr>
<tr>
<td>Sometimes</td>
<td>$500 - $2,000</td>
<td>10%</td>
</tr>
</tbody>
</table>

### ADMINISTRATIVE WORK

The Coordinator of Rec Sports will grade each club’s ability to complete administrative work on time as well as attending club sport meetings. The Executive Council will deduct
from next year’s allocation based off the officer’s ability to complete the current year’s administrative work.

**4.2 MANDATORY MEETINGS**

*Club Sport Get Organized*
Club Sports Administration will host Get Organized meetings that clubs must send representation in order to remain in good standing.

*Club Sport Council Monthly Meetings*
The Club Sports Council will host monthly meetings to update club sport teams with recent changes/events. Highlighting team accomplishments and/or administrative changes.

*Quarterly meetings with Club Sport Administration Representative*
The President and Vice President of each club will need to meet with either Alexandra or Jared twice during the semester to provide updates and/or answer any questions.

**4.3 COMMUNITY SERVICE**

Clubs are required to do a minimum of two (2) community service projects with 75% of membership or three (3) community service projects at 51% of membership at time service per academic year.

*Why Community Service?*
It is important to give back to the community that often supports us. Volunteering is intended to provide help to a particular area/community that is in need. Hosting a sport specific workshop is not considered community service. We encourage teams to experience different ventures when considering their community service.

*Opportunities for Community Service Projects with Student Involvement and Leadership Center*
The Student Involvement and Leadership Center provides students with the opportunity to gain career experience and personal growth through volunteering to assist with special needs at Boise State University and the surrounding communities. Service Learning is an excellent resource for organizations looking for community service projects.

Location: 2nd Floor, Student Union, Student Involvement Leadership Center
Website: [https://www.boisestate.edu/getinvolved/lead-and-serve/](https://www.boisestate.edu/getinvolved/lead-and-serve/)
Phone: (208) 426-1223

**SECTION 5. CLUB SPORT COUNCIL**
The Club Sports Council (CSC) is the acting student governing body for all Club Sports. The CSC is comprised of five (5) elected officers that are current members of club sports, the Club Sports Program Manager, and the Coordinator of Rec Sports. The entire council includes a representative from all recognized Club Sports. For more information on the CSC please review the CSC Bylaws.
5.1 CLUB SPORT COUNCIL OFFICERS

Interested applications for CSC must be made through Engage in early September. All submissions are placed on a ballot for the entire Club Sport Community to vote in late September. Each team will have one vote per ballot. For more information, please review the CSC Bylaws.

5.2 PURPOSE

Operating under Campus Recreation and through recognition by the Associated Students of Boise State University (ASBSU), the CSC allows club sport student-leaders the opportunity for self-governance and determination. The CSC, relying greatly on student initiative and active leadership, shall do the following to drive the success of the program:

- Serve as the primary governing body for all Boise State University Club Sports.
- Review and approve the purpose statement, policies and Bylaws as needed.
- Ensure that the Campus Recreation’s mission and the inclusiveness statement are not compromised.
- Promote positive development of the Club Sports Program.
- Serve as a forum for communication among all Club Sports.
- Enforce the governing guidelines provided in the CSC Bylaws and the Club Sports Handbook as well as all policies and procedures of Boise State University.
- Review and recommend all club sports budgetary requests to the Coordinator of Rec Sports.
  - The CSC will recommend allocation of the budget, with the final approval from the Coordinator of Rec Sports.
- Review and decide on appropriate action to any and all concerns associated with the Club Sports program. Such concerns include but are not limited to:
  - Violations of Club Sports policies and procedures

5.3 Club Sport Council Meeting(s)

Each club is required to send an officer to the CSC meeting. Failure to send an officer to a CSC meeting will result in a reduction of matching funds for the given year.

Penalty for missing meeting:
1st meeting – Loss of $50 in Club Sport allocation
2nd meeting – Loss of $100 in Club Sport allocation
3rd meeting – Loss of $150 in Club Sport allocation
4th meeting or more meetings – Loss of entire Club Sport allocation for a given year.

Example: If a Club misses two meetings this year and they were awarded $2,000 for this year, the Club will now receive $1,900.
SECTION 6. CODE OF CONDUCT AND ATHLETE CONDUCT

The University community expects all students to live by the following standards that are designed for its general well being. Any violations of these University policies may result in disciplinary actions and/or legal actions. Visitors to the University shall observe these regulations while on campus, or other University property. Noncompliance by their visitors may subject students to sanctions imposed by the University as well as to the provisions of local and state law.

University students enjoy all the rights and privileges of citizenship. Students are subject, however, to the special obligations that accrue to them as members of the academic community. Institutional effort should be exerted to develop, not inhibit intellectual and personal development of students by the exercise of the rights of citizenship both on and off the campus.

The enforcement of the obligations of students to the larger society is the responsibility of the legal and judicial authorities duly established for that purpose. When the interests of the University community are clearly involved, however, the authority of the institution may be asserted. The fact that a violation occurs off campus does not preclude the interest and involvement of the University.

For the full Student Code of Conduct visit:
https://www.boisestate.edu/policy/student-affairs/code-of-conduct/

6.1 STANDARD CONDUCT

Club Sports function as part of the Boise State campus community and are representative of the University as they travel throughout the state or nationwide. Consequently, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by Boise State Student Code of Conduct and the Club Sports Program. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will be reviewed by the Coordinator of Rec Sports to determine appropriate actions. At the discretion of the Coordinator of Rec Sports, the CSC may be involved as an advising body. Clubs or its participants receiving sanctions may appeal the decision to the Associate Director of Programs and Communication. Extremely severe infractions will be referred to the Dean of Students Office.

6.2 CODE OF CONDUCT

As a participant in the Boise State Club Sport Program, clubs and its members are expected to abide by the following:
● All club members will conduct themselves responsibly and professionally, at all club-sponsored activities. These include, but are not limited to, home and away events, practices, fundraisers and socials. Acceptable behavior includes whether on or off campus and in or out of Boise.

● All club members understand that their actions as an individual, group, or entire club impact the whole club, the Club Sports Program, Campus Recreation, and Boise State University.

● All club members will show respect to all teammates, opponents, referees, officials, spectators, staff and employees.

● All club members will adhere to all Club Sports policies and procedures, as outlined in this Handbook and through the Get Organized meeting.

● All club members will adhere to the Boise State University Student Conduct Code available through the Dean of Students Office (DSO).

6.3 GUIDELINES FOR ACCEPTABLE BEHAVIOR

The following section, although not an exhaustive list, categorizes specific acts of misconduct related to both behavior as well as administration of the club. When appropriate, the club and its leadership should confront individual club members who are in violation or might be in violation of the behaviors and responsibilities outlined below. Realize that all it takes is one individual who cannot conduct him/herself appropriately to cause the whole group to be perceived in a negative light.

A. General Conduct

Alcohol - No alcohol consumption during a club-sponsored activity including home and away events, practices, fundraisers and socials.

● This includes but is not limited to the following: Traveling to or from an event as a player, spectator or coach

● While at event site or within the vicinity of the event site as a player, spectator or coach

● In hotel, motel, campsite, etc

● On site before, during or after practice or home event

Behavior - Loud, unruly, disruptive or inappropriate behavior at events, practice, fundraisers, socials, or while traveling

● Engaging in activities in poor taste or that generally portray the Club, Department, or University in a negative light, which includes but is not limited to the following:
  o lewd acts, alcohol consumption, hazing, sexually explicit images, or general disregard for a standard of decency
  o the above listed behaviors could be found on websites, social media, message boards, chat rooms, fliers or other medium that could be directly or indirectly attributable to the club or its members

● Gross unsportsmanlike conduct during competition

● Physical or verbal abuse of opponents, teammates, officials, event staff, or spectators

● Fights, trash talking, general disrespect toward opponents, officials, event coordinators, staff, spectators
• Making a mockery of the game

B. Practice or Competition
• Ignoring general facility policies regarding food/drinks, pets, alcohol, parking, etc
• Failure to leave facility on time
• Entering facility too soon which interrupts another group
• Entering facility while it is closed (“jumping the fence”)
• Leaving club equipment or personal items out
• Lack of cleanliness of practice space; disarray of storage facility
• Not reporting an injury or bodily fluid spill to staff
• No-showing for practice without at least 24 hour notification
• Showing up late or no-showing to a special event
• Canceling an event less than 5 days from event date

C. Administrative and Financial
• Requiring or collecting dues from members
• Having money sent to an individual club member’s personal address or PO Box
• Checks made out to individual club members
• Storing club money in an off campus or personal bank account
• Not turning in money within 48 hours of collection
• Not documenting and itemizing money collection
• Allowing a person to practice, travel or participate without being registered (waiver) with the club
• Allowing a coach to work with the club without submitting paperwork and office approval (available on Engage)
• Club traveling without an approved Travel Request on file (available on Engage)
• Conducting an event (competition, game, seminar, meet, show) without approval
• Conducting a Fundraiser without approval (available on Engage)
• General lack of participation or follow-through in responsibilities and expectations as a Club Sport

6.4 BEHAVIORAL CONSEQUENCES
Depending on the infraction, the club may receive one or more of the following sanctions. The list is not progressive, meaning that one does not have to precede the other:
• Written warning
• Probation
• Loss of funding
• Loss of practice privileges
• Loss of travel privileges
• Loss of ability to host events
• Suspension
• De-recognition from the Club Sports program
• Referral to the Dean of Students Office
6.5 HAZING

Student Code of Conduct Policy on Hazing Policy at Boise State University

Definition of Hazing violation:

Hazing has been used as a rite of passage and/or initiation for many years. Even though it is a violation of campus regulations and potentially Idaho State Statutes, it is widely used by fraternities, sororities, athletic teams/clubs, and other campus organizations.

By definition, hazing is a process that involves persecution and harassment with meaningless, difficult, dangerous, or humiliating tasks. At times, the person who is joining a campus-affiliated organization does not know that hazing is part of the initiation process until it actually occurs. Many of these people choose to keep the secret so they may remain in the organization or because of a fear of retaliation. Many people are not aware that hazing is illegal and that they are the victim of a crime.

Engaging in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

6.6 APPEAL

Once a club is sanctioned, it will have two (2) weeks to submit an appeal in writing to the Associate Director of Programs and Communication. The appeal must provide in detail what the club is appealing and on what grounds and include a proposed resolution.

Until this appeal is received by Campus Recreation, the sanction is effective immediately. Once the appeal is received, the appeal is lifted until the appeal is reviewed by the Associate Director of Programs and Communication. The Associate Director will review all material and make a final decision no later than two (2) weeks after receiving the appeal.

Once the appeal is reviewed, the withheld or new decision is final and effective immediately.

Within three (3) days, the Associate Director of Programs and Communication will summarize the decision in writing to the club in question.

SECTION 7. ATHLETIC TRAINING SERVICE

7.1 ATHLETIC TRAINER

An Athletic Trainer will be present at high impact home games including men’s and women’s hockey, men’s and women’s lacrosse, men’s and women’s rugby, and men’s and women’s soccer. An athletic trainer will be present at non-high impact home games when available.
Steps needed to utilize an Athletic Trainer:
- Athletic Trainer will be scheduled when the submission of home game schedule is submitted to the Club Sports Administration.
- If multiple events are scheduled at the same time, the Club Sports Office will determine the priority of coverage.
- Medical travel kits can be checked out by reaching out to the Athletic Trainer.

Athletic Training Services:
- Weekly clinic hours are Monday - Wednesday from 3-6pm. This is a free drop-in service for all club sports athletes and patrons.
- Services include consultation / education, rehabilitation, taping/wrapping, and use of modalities such as hot / cold whirlpool, electrical stimulation, and manual therapy.

7.2 CONCUSSION AND HEAD INJURY GUIDELINES

Campus Recreation maintains the responsibility of providing access to appropriate information, guidelines, and care for all Club Sport athletes at Boise State University. The concussion guidelines and policy followed by Athletic Trainers are in accordance with the guidelines as outlined by the National Athletic Trainers’ Association (NATA), the Legislature of the State of Idaho (HO 632), Center for Disease Control and Prevention (CDC), and St. Luke's Concussion Clinic.

A concussion is caused by a blow or motion to the head or body that causes the brain to move rapidly inside the skull. The risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Concussions are a type of brain injury that can range from mild to severe and can disrupt the way the brain normally functions. Concussions can occur in any organized or unorganized sport or recreational activity and can result from a fall or from collisions with players, the ground, or obstacles. Concussions occur with or without loss of consciousness. Continuing to play with a concussion or symptoms of a head injury can leave a person vulnerable to greater injury and death.

Concussion Baseline Testing
All athletes playing a high impact sport (boxing, M/W hockey, M/W lacrosse, M/W rugby, M/W soccer) are required to complete a baseline test prior to participation in the sport. Baseline testing is optional for athletes in all other sports.

Concussion Evaluation
Once an athlete is suspected of having suffered a head injury, they must be removed from play and evaluated by an athletic trainer or qualified physician. At this time, the athletic trainer will determine a diagnosis and decide whether or not it is appropriate for the athlete to return to play.

If initially evaluated or re-evaluated outside of Campus Recreation, a signed letter from the healthcare professional who conducted the evaluation must be brought to the Club Sports Office for proof of being cleared for return-to-play. The club coaching staff will be notified of the athlete's condition and ability to return to play.
If there is no athletic trainer or physician present at the time of injury, the athlete should be removed from play until they can be evaluated. Below is a table of common signs and symptoms coaches and athletes should be aware of:

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<tr>
<th>Physical</th>
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</thead>
<tbody>
<tr>
<td>Headache</td>
<td>Nausea</td>
<td>Dizziness</td>
<td>“Don't feel right”</td>
</tr>
<tr>
<td>Pressure in head</td>
<td>Vomiting</td>
<td>Blurred vision</td>
<td>Sensitivity to light</td>
</tr>
<tr>
<td>Neck pain</td>
<td>Balance problems</td>
<td>Fatigue</td>
<td>Sensitivity to noise</td>
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<table>
<thead>
<tr>
<th>Cognitive</th>
<th>Emotional</th>
<th>Sleep</th>
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<tr>
<td>Confusion</td>
<td>Irritability</td>
<td>Drowsiness</td>
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<tr>
<td>Feeling “slowed down”</td>
<td>Sadness</td>
<td>Sleeping more than usual</td>
</tr>
<tr>
<td>Feeling “in a fog”</td>
<td>More emotional</td>
<td>Sleeping less than usual</td>
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<tr>
<td>Difficulty concentrating</td>
<td>Nervousness or anxious</td>
<td>Trouble falling asleep</td>
</tr>
<tr>
<td>Difficulty remembering</td>
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<td></td>
</tr>
</tbody>
</table>

**Concussion Management**

Please refer to the [Club Sports Concussion Management Plan](#) for detailed information on protocol for removing an athlete and returning an athlete to play following a concussion diagnosis. If at any time any signs and symptoms return, the athlete is to stop all activity immediately and report to the athletic trainer(s) or physician.

**Concussion Compliance**

The club sport athlete, team, and coaching staff must follow the concussion policy as set forth by Boise State University Campus Recreation based on standards outlined by the National Athletic Trainers' Association, the Legislature of the State of Idaho (HO 632), and the Centers for Disease Control and Prevention. If at any time a club sport athlete does not follow the above stated concussion and head injury guidelines and policy, he or she will be put on probation and not allowed to participate in his or her chosen club sport until compliance is met and the athlete and coaching staff is notified by the Assistant Director of Recreational Sports.
SECTION 8. CAMPUS RECREATION AVAILABLE SERVICES

8.1 EQUIPMENT STORAGE
Storage units are available on the South patio of the Kinesiology Annex Building. Clubs must store all practice and game gear in their respective equipment storage area. A combination to the lock is given to the Club President and the patio key is available for check out through the Key box inside the Student Recreation Center.

8.2 MAIL
Any club-related mail or packages can be sent to Campus Recreation.
Address:
Boise State Campus Recreation
1910 University Drive
Boise, ID 83725-1711

8.3 ACCOUNT TRANSACTION
Deposits
Club deposits can be made two ways:
1. Welcome Desk inside the Student Recreation Center.
2. Online at myrec.boisestate.edu
Campus Recreation no longer accepts cash deposits. Campus Recreation accepts credit or debit cards, check, or money orders. Check or money orders needs to be made payable to your club (i.e. Boise State Baseball).
Withdrawals
To make purchases, please work with the Club Sports Administration. Club Sports Administration can pay vendors via check or with a purchasing card. Please communicate in advance to pay an invoice(s).

8.4 CERTIFICATE OF LIABILITY INSURANCE
Events Hosted On Campus
The Idaho Retained Risk Fund covers all events sanctioned by Boise State. Therefore, no proof of liability coverage is necessary. A $2,000 deductible is absorbed by the University for each Covered Loss Occurrence of Boise State property (building and/or contents).

Events Hosted Off-Campus
Off-campus venues can and often will request proof of insurance from club sports by means of a certificate of liability insurance. In order to obtain a certificate, work with the Club Sports Administration at least 14 days prior to the event. Most Certificates of Liability request a $500,000 limited liability coverage.
Current venues requiring a Certificate of Liability:
- Boise High Baseball and Softball Fields
- CenturyLink Arena
- Idaho IceWorld Arena
- Memorial Stadium

8.5 CLASS LETTER

Once a club has submitted all of the proper paperwork for travel, a club sport officer may request a Class Letter Request (available on Engage) explaining to the Boise State faculty that the club is participating in a University sanctioned event and that members of the club will be missing their class.

Guidelines for Request
1. Submit a list of names and student ID numbers of participants.
2. Submit as early as possible. Minimum of 21 days in advance. Requests inside 21 days will be denied.
3. Club officer can pick up letters from the Campus Recreation Administrative Assistant.
4. Student is still responsible for all class work missed.
5. Please communicate well in advance with your professor(s) on your schedule.

SECTION 9. ROLE OF COACH

9.1 CLUB SPORTS ROACH RECOGNITION PROCESS

Club sports are a student-run organization which means that a body of students is responsible for the development, planning, and organization of the club. The student-athletes fill leadership roles in addition to participating in competitions. Clubs may choose to hire one or more coaches to oversee the competitive operations and facilitate practices for the club. Each club may determine for itself how much influence the coach(es) have on its operations; however, all decisions are made by the club members and not the coaches. The Coordinator of Rec Sports is available to communicate with the coaches, but all official club business (including facility requests, questions regarding the club and its operations, policies, club status, etc.) should be communicated via the club leadership.

Hiring Procedures
All coaches must complete in order prior to coaching a club:
1. Pass a background check
2. Attend club sports coaches’ orientation. If a coach cannot attend orientation, he/she must meet with the Coordinator of Rec Sports.
3. Fill out the coach agreement form
4. Indicate if he/she will be paid and the amount. If paid, coach must complete I-9 paperwork with Human Resources.
The Coordinator of Rec Sports will work with coaches on completing the hiring procedure process.

***Club sports coaches’ orientations are held at the start of each semester.

**Additional Training:**

Club sport coaches are identified as Campus Security Authorities (CSA). CSA’s are required to receive annual training regarding their roles and responsibilities. The online training must be completed every year by a coach. In addition, all coaches must complete an Annual Conflict of Interest/Commitment Disclosure by October 1st of each year.

**Club Paperwork:**

Documented compliance checks will occur for the following:

- Club Sport Waivers are on file for every participant practicing.
- All coaches have completed the hiring procedures (steps 1 – 4).
- Coaches up to date on CSA training.

If a club is found out of compliance with any of these items, the club must suspend practice(s) and upcoming travel until the team has completed the required club paperwork.

9.2 **COACH’S ROLE**

A Club Sport may seek the assistance of a coach. This individual should be an experienced and knowledgeable person in the club’s sport. It is the club’s responsibility to secure his/her services.

Officers must understand the following criteria as they relate to a coach:

1. The appointment of a coach must be made known to Campus Recreation by completing a Coach Agreement and a Background Check. The Coach Agreements must be completed and on file with Club Sports Administration before the coach can begin his/her duties. This process and documentation is required every year and any time a coach is added or replaced. Background checks are free.

2. The Coach must restrict his/her contribution to coaching/instructing and must refrain from activities involved in the Club’s management. A Club Sport is first and foremost a student organization, and, as such, the student officers must serve as the liaison between the Club and the Department of Campus Recreation, the University, and all non-university agencies that the club may be associated with.

3. The Coach must act in a professional manner when interacting with members of the Club, the Department of Campus Recreation, and any other university personnel.

4. The Coach shall not solicit monies, donations or favors from any source or purchase, rent, or commit to anything in the name of Boise State University or the Club without approval from the Club’s officers. The Coach shall not sign any agreement or contract on behalf of the Club or the University; any agreement or contract must be signed by Campus Recreation. It is the responsibility of the officers and the coach to be familiar with all university regulations and processes regarding such transactions, including the use of the logo. All transactions must be made with the Club’s university address.
5. The Coach will plan and oversee safe instruction and training for various skill levels during practices and, when appropriate, will monitor performance for the purpose of evaluating skill levels for recognition, promotion, or assignment of competitive teams.

6. The Coach shall not participate in, nor allow any act of hazing to be committed by any club member. Participation in, or failure to report knowledge of hazing activities will result in immediate termination of all coaching/instructing responsibilities.

7. The Coach shall not consume alcoholic beverages in the presence of any members of the club sport he/she coaches.

8. The Coach shall not use any Boise State University trademarks or wordmarks for personal use.

**Hiring a Coach/Instruction:**

To be considered for a club coach, the individual must meet the following criteria. The individual must have credentials indicating that he/she is qualified.

Coaches are an important part of the Club Sports program. They can provide guidance in skill development, bring unity among participants, and learn from the participants themselves. Coaches may be paid out of the Club's account but most are volunteers. It is important to remember that a coach's salary may not be paid out of a club's supplemental or emergency funding. A coach may be someone from inside or outside the University community and must be approved by the club's membership and the Department of Campus Recreation.

**Coaches' responsibilities include, but are not limited to:**

- Understand, comply with and enforce all risk management policies and procedures.
- Assist club officers in scheduling games.
- Assist club officers to coordinate practices and game schedules.
- Assist club officers to coordinate facility, equipment and supplies needed.
- Develop and employ safety procedures.
- Attend games and practices.
- Report injuries to the Club Sport's Administration.
- Complete Club Sports Game Report after each competition (home and away).
- Promote good sportsmanship on and off the field.
- Promote academics first.
- Promote and encourage healthy behavior and choices.
- Additional duties as needed.

Campus Recreation has the right and obligation to protect the Club Sports Program, Campus Recreation and Boise State University by relieving any coach from their position if they are deemed not to be following all University or Department of Campus Recreation rules and regulations or working in the best interest of the Club Sport.
SECTION 10. BUDGETARY PROCEDURES

10.1 PURPOSE OF BUDGET

It is highly recommended that all Club Sports organize a budget before the start of each fiscal year. A club will need to spend money during the year to meet its goals. A budget is a very important tool to measure the club’s financial progress. Goals and objectives should be considered when developing the budget. Past records are an excellent source of information for future planning or projections. Clubs should start the budget process by projecting how much money it can raise (revenue) and estimating what it will spend (expenses). It is a good rule of thumb to estimate revenue 10% lower than expected and expenses 10% higher than expected. This allows for some fluctuation in the club’s budget. Always compare what you spend to the budget. Clubs should remember the budget is a tool, a guide to stay on track toward accomplishing a successful season. However, know that your budget is not set in stone and may be modified during the year due to changing club goals and objectives or shortfalls and windfalls in funding.

Bank Account

All banking accounts are under the Boise State Campus Recreation account through Bank of America. Clubs are not allowed to have an external banking account.

Deposits

When checks are received from outside parties, they should be deposited immediately. By doing so, the possibility of having a check returned due to insufficient funds or account closure is minimized. Personal or organization checks must clear the bank before Campus Recreation can disburse funds. The club will be charged $15 for a rejected check. It is the club’s responsibility to seek proper payment and reimbursement.

Budget Process for New Clubs

New Club Sports are able to apply for a Starter Grant of $500 during their first year of recognition only. The Starter Grant Request must be completed (available on Engage). The CSC has the right to amend and must approve all Grant requests.

Budget Process for Existing Clubs (Application not included, available in March)

1. All budgets must comply with the financial request format and must have an item-by-item breakdown of expected expenditures and revenue.
2. The budget must include activities and any community service projects the organization may have completed.
3. The budget process begins when clubs present their budget requests to the Club Sports Council. After hearing all requests, the Council reports their decision to each club and the Club Sports Council.
4. This budget is for the following academic year. All items on the budget, revenue and expenses must take place in the fiscal year July 1st to June 30th. Once the club’s budget is submitted, the organization will not be able to amend or alter it.
5. Be prepared to back up the request, and know the status of your club’s account.
Helpful Hints for Completing Your Budget

The Club Sports Council may not have first-hand knowledge about your club. Clubs are given two (2) opportunities to tell the CSC about themselves: first, in writing through their budget request, and second, verbally at the club's budget hearing. Make the most of these presentations.

1. A student member of the club must make the presentation to the board. This student should have knowledge of the general purpose of the club as well as of the organization's activities, involvement on and off campus, past performance and fundraising events. The student must be prepared to explain the details of the budget request. If the student is not able to explain itemized revenues or expenses, those items may be cut from the budget. It is recommended that all club members and advisor attend.

2. Be realistic with your request. Remember that your club must make a matching deposit to receive matching funds, so it would be unreasonable to ask for more in matching funds than an organization intends to raise through other sources.

3. It is important for an organization to get started with its budget early. Make it a joint effort by several organization members; form a committee to spread the workload.

10.2 BUDGET HEARING

The budget presentation to the CSC is a vital part of the budget request process. A full-fee-paying student member of the club must appear before the board and make the presentation.

The CSC Chair will open the hearing by asking the club's representatives a standard set of questions. Come prepared with the information. Listed below are such questions:

1. “Please tell us who you are and your involvement with the club?”
2. “What is the purpose or objective of your club?”
3. “How is your organization involved on the Boise State campus?”
4. “How is your organization involved in the community?”
5. “How did your organization raise funds last year?”
6. “Does your organization have any membership requirements?”

10.3 GRANT FUND

The fund supplies the Starter and the Emergency Grants. The maximum Grant Fund a club can request and receive is $1,000. To be eligible for the Grant Fund:

1. The event or purchase must significantly benefit the students of Boise State, the image of the University, the community of Boise, or the State of Idaho.
2. The request may not be listed on the clubs original Budget Request.
3. The Grant Fund request must be submitted to the Club Sport Office.
4. A hearing will be scheduled with the CSC to defend the club's Grant Fund request.
5. The CSC President will forward its decision to the club post hearing.
10.4 ACCOUNTS IN DEFICIT

It is highly recommended that clubs keep close attention to their account balance so that it does not go into a deficit, especially as the fiscal year comes to an end. Sometimes a club may need to spend money to make money (e.g. put on a fundraiser). Such scenarios need to be presented and approved by Campus Recreation. If an account does go into a deficit, the club will be notified to rectify the deficit within 30 days. If the deficit is not rectified within 30 days, the account will be locked and all privileges will be suspended. If the account is still in deficit after 60 days, the club will be derecognized and legal action will be taken against the club's officers for fiscal misconduct.

SECTION 11. PURCHASING AND FUNDRAISING

11.1 PURCHASING

All purchases must be preapproved by the Club Sports Administration.

Expenses of $10,000.00 or greater must go through a bidding process. The State of Idaho requires a minimum of three (3) bids when purchases are over $10,000.00. Do not attempt to split the purchase. Any purchases made from the same vendor within a three (3) month period that totals $10,000.00 or greater will be considered in violation. Whenever possible, Campus Recreation will attempt to pay club purchases so that expenses come directly out of the Club's account rather than the officer's personal account. However, on a few occasions, a club officer reimbursement may be necessary for purchases less than $500.00. In such cases, a Payment Approval must be submitted with the proper receipts within one (1) week of purchase. Purchases older than 90 days cannot be reimbursed.

SECTION 12. FUNDRAISING

Whenever a club plans to do any sort of fundraising, the club is required to submit a Fundraising Request (available on Engage) a minimum of 14 days prior to the fundraising event. Some fundraisers may require approval signatures from several department directors. Club officers and advisors may be called if there are questions. Once the approval signatures have been received, the club will be notified to proceed with the fundraiser. Under no circumstance can a club have a fundraising event without receiving approval first. Recognized clubs are the only student groups permitted to solicit monies on campus through the solicitation of donations, the charging of admission, or the selling of products or services. If you are planning a regularly scheduled fundraiser for more than one day (i.e., selling items every Tuesday at a marketing booth), you only have to submit one form. Note on the form when the fundraiser will cease.

When planning any kind of fundraising:
1. Be realistic when planning goals and consider all the costs involved (promotion, personal time, initial investment of product).
2. Plan an activity that will give you the most profit per item and little risk.
3. Develop a plan for the project, a calendar with deadlines and a checklist of things to be done.
4. Complete and submit the Fundraising Approval Form via Org Sync.
5. Wait for the form to return with approval before committing to anything.
6. Be sure that club members understand why the club is raising money and how it will be used to benefit the club.

12.1 Fundraising Policies

Many types of fundraisers do not require donations from businesses or individuals. The following are general policies regarding fundraising:

1. Any advertising and publicity materials must include the following:
   a. The name of the sponsoring organization
   b. The product or service being sold
   c. The purpose for which the profit will be used
   d. The location of the proposed activity
   e. Sponsor(s) must be clearly identified at the activity

2. Any distribution or solicitation must be done in accordance with the University Solicitation Policy (without individuals being harassed and free of individuals hawking or shouting).

3. The sale of food and beverage is contracted by Boise State with vendors for purposes of sanitation compliance, housekeeping and liability concerns. Food sales must have prior approval granted by the Student Union and Chartwell Directors.

4. Books, apparel or other merchandise sales must have prior approval granted by the University Bookstore Director. The sale of apparel or other merchandise that bears the Club Sport and/or University name or logos also requires approval from the Office of Trademark Licensing and Enforcement (via licensing@boisestate.edu). Trademark royalties shall be charged on such sales. Such royalties shall be collected by and accounted for by the licensed vendor producing such merchandize for the Club.

5. Books or apparel sales must have prior approval granted by the University Bookstore Director.

6. Fundraising in or around athletic facilities must have prior approval granted by the Intercollegiate Athletics Office.

7. Fundraising in University residential facilities must have prior approval granted by the Office of Student Housing.

8. Temporary Sellers permit (issued by Idaho State Tax Commission) is required if
   a. Club is selling products or services off-campus
   b. Club is not depositing funds into Campus Recreation account
   c. To acquire a permit, call 334-7660. Filing the form itself is free and it must be filed within 15 days of the sale's completion. A temporary permit is good for only one sale or function, so you must get a new one whenever you have another function.

9. The final authority to approve or disapprove all activities and requests involving the solicitation of funds or fundraising, for whatever purpose, is vested in the Vice President for Student Affairs. The Vice President for Student Affairs has delegated authority as
follows: For all fundraising activities by Club Sports, prior application must be made and approval granted through Campus Recreation.
10. Clubs must check with city officials for off-campus solicitation regulations.
11. Raffles of any sort are prohibited.

SECTION 13. BOISE STATE TRADEMARKS

13.1 BOISE STATE TRADEMARK POLICY

Use of Boise State University’s name, word marks, trademarks, logos, and/or symbols (“marks”) creates an association with the University that needs to be protected. With that in mind, the University allows usage of these marks by officially recognized Club Sports, provided such use is in accordance with the standards set out below. Please note that the Bronco logo is the primary brand of Boise State University’s Athletics Program and is reserved explicitly for those organizations affiliated with the University’s athletics programs. Limited use of the primary Athletics marks, and the team name Broncos, is permitted for officially recognized Club Sports solely on uniforms, as detailed further below.

These guidelines apply for marketing materials (digital and paper), apparel and uniforms for all Boise State club sports.
1. University trademarks and logos may not be altered
2. The Boise State brand standards clear space rule will apply to all logos
3. The abbreviation for Boise State University such as “BSU” is not a preferred representation of Boise State University. It should not be used on any marketing material and especially not on apparel and uniforms.
4. All Club Sports logos should be pre-approved by Club Sports Administration.
5. Permitted use of the University marks depends upon whether the use is on uniforms or for other uses (equipment, bags, other team related apparel and marketing materials). See Table 1 at the end of this section for more details
6. Use of Athletics Marks – Uniforms only
   (i) Uniforms: The Bronco head and associated logos are the identifying trademarks of the Athletics Department. Use of the primary (blue and orange) Bronco head and associated BRONCO and BOISE STATE word marks (“Athletics Marks”) by officially recognized Club Sports is permitted on uniforms.
   (ii) The words Boise State, Boise State University, Boise State Broncos and/or Broncos may be used on uniforms.
   (iii) If the sport name is included on uniforms, it should be accompanied by the word “Club” e.g. “Boise State Triathlon Club”. Team warm-ups, equipment bags and travel wear are not considered part of the uniform.
(iv) Licensed vendors have the necessary files for Athletic Marks. Alternatively, contact the Office of Trademark Licensing (licensing@boisestate.edu).

7. Use of (non-Athletic) University Mark(s)
   (i) The University logo, i.e. the “B” logo, may be used by officially recognized student club sports for all other uses, as well as uniforms.

(ii) If the sport name is included, it must always be accompanied by the word “Club” e.g. “Boise State Anglers Club”.
(iii) Athletics marks and the word BRONCOS may not be used, except on uniforms. See Table 1 at the end of this section for more detail.
(iv) To download high resolution files of the University Marks, go to brandstandards.boisestate.edu/download_library.

8. To protect the intellectual property and traditions of the University, the Office of Trademark Licensing and Enforcement reviews all products bearing the Boise State trademarks and logos including the name “Boise State” and “Broncos” and requires that all equipment, uniforms, apparel and other items are reproduced by a vendor licensed with Collegiate Licensing Company (CLC) who has rights to the Boise State trademarks and logos. Such vendors already have access to Boise State’s trademarks and logos. Such vendors have been vetted for product quality and have sufficient product liability insurance in the event of a defect. All licensed vendors are required to comply with fair labor codes. A list of licensed vendors may be found at licensing.boisestate.edu/licensed-vendors

Table 1: Summary of permitted trademark usage:

<table>
<thead>
<tr>
<th>Trademarks</th>
<th>Uniforms</th>
<th>Equipment</th>
<th>Other apparel</th>
<th>Marketing/ websites/ banners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boise State University (word)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Boise State (word)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Broncos (word)</td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>Club Sport Name e.g. Boise State Lacrosse Club</td>
<td>Must include “Club”</td>
<td>Must include “Club”</td>
<td>Must include “Club”</td>
<td>Must include the word “Club”</td>
</tr>
</tbody>
</table>
Table 1: Summary of permitted trademark usage:

<table>
<thead>
<tr>
<th>Athletics Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trademarks</td>
</tr>
<tr>
<td>Boise State</td>
</tr>
<tr>
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</tr>
<tr>
<td>Blue Bronco</td>
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<tr>
<td>Orange Bronco</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University Marks</th>
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<tbody>
<tr>
<td>Trademarks</td>
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<tr>
<td>Boise State U</td>
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<tr>
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SECTION 14: SPONSORSHIPS

14.1 WHAT IS A SPONSOR?

To sponsor something is to support an event, activity, person, or organization financially or through the provision of products or services. Ideally, both parties should benefit from the arrangement and should look to future and further development of the arrangement. The club is provided with valuable resources in kind, in cash and in many other forms, while sponsors benefit by promoting or advertising their goods and services, building brand association with the event participants and audience and/or by simply generating good will. Finding sponsorship is not easy and it does require the commitment to both seeking out partnerships and, once those partnerships have been made, fulfilling your end of the agreement. You will need to be able to show potential sponsors the benefits of associating themselves with your team.
14.2 GUIDELINES

1. Third party names and logos may not be used in association with the University logos and trademarks without approval from the Club Sports Administration and the Director of Trademark Licensing and Enforcement.

2. The word “Club” to be distinctly written and visible on any and all promotional items and apparel including uniforms. Athletics logos may never be used in association with third party’s names and logos, unless written dispensation from the Office of Trademark Licensing and Enforcement is given for use on uniforms only. Such approval may be withheld for any reason in order to protect the Athletics marks.

3. Inclusion of the company/person’s name and/or logo on the Club Sport website, banner or other marketing materials. No use of the Bronco logo is permitted. The University Club logo must be the most prominent logo and sponsors should be acknowledged.

4. No rights shall be granted to the sponsor to use the university name or logos on the sponsor’s marketing materials or website. There must be no use of the University name and/or logos in connection with a third party that creates the implication of endorsement or sponsorship by the University of the third party.

5. With prior approval from the Club Sports Administration and the Office of Trademark Licensing and Enforcement, Club Sports teams may include the name or logo of a significant sponsor on uniforms, apparel and equipment. Sponsor logos must be separated from the University Club logos; e.g. on the sleeve or back of the uniforms and apparel. All sponsors must be approved by Club Sports Administration.

More information can be found at http://licensing.boisestate.edu or by directly contacting the Office of Trademark Licensing and Enforcement.

SECTION 15. CLUB TRAVEL

15.1 TRAVEL EXPECTATIONS

Students are representatives of Boise State University any time they participate in an off-campus activity funded by University dollars, or where there is substantive connection between their participation in the activity and the fact they are Boise State University students. As such, the students’ behavior at off-campus activities (regardless of scope or distance from the University) is reflective of Boise State. Boise State expects students to recognize this and maintain the behavior described below.

1. Maintain the safety and well-being of students, faculty and staff.
2. Respect the security and protection of property belonging to individuals, to Boise State, and to other institutions and establishments.
3. Follow all laws and all Boise State University policies and policies of any facility or university where students may be. At all times, students traveling are personally responsible for their behavior and its consequences. It should be noted, students
traveling on behalf of Boise State are not covered under the State’s Retained Risk Fund (the state’s insurance) and may be personally liable for their actions.

4. Students must follow the Boise State University Student Code of Conduct. Students violating the Boise State Student Code of Conduct while traveling are subject to the sanctions enumerated in Article 8 of that code. The individual student and the club risk sanctioning.

5. Individuals detained by proper authority or incarcerated during travel should not expect assistance or remuneration from the University. Boise State University, or any of its employees or authorized volunteers, are under no obligation to provide said individuals with legal assistance. Nor is Boise State University, or any of its employees or authorized volunteers, obliged to secure the individuals' release, seek judicial relief, or provide alternative transportation to Boise subsequent to the student's release from custody.

6. Individuals evicted from their place of lodging are personally responsible for obtaining alternative lodging for themselves. Any damages incurred at any lodging establishment are the complete and direct responsibility of the student(s) assigned to the damaged room(s) (See: Boise State Code of Conduct).

7. Transportation, when afforded to students by University funds, is a privilege. Individuals whose actions threaten the lives or safety of others, or violate the law, while in transit to or from an off-campus location, will immediately forfeit that privilege, regardless of any inconvenience or expense to that individual. Transportation of alcoholic beverages in State of Idaho vehicles, including vehicles rented or chartered, is strictly prohibited.

15.2 TRAVEL REQUEST

Each time a club plans to travel, they must submit a Travel Request (available on Engage) a minimum of 14 days prior to travel with a preferred 21 days prior to travel. Travel requests submitted inside the 14 day deadline are canceled.

Important things to remember when filling out a Travel Request

1. Travel should be relevant and consistent with the purpose of the club.
2. Submit the Travel Request (available on Engage) a minimum of 14 days prior to departure regardless of whether funds are needed to travel.
3. No personal vehicles allowed on club travels. Clubs must rent a vehicle from Enterprise, bus or fly to the destination.
4. Make sure to list all anticipated expenses associated with travel.
   a. Examples: hotel, transportation, tolls, gas, meals, registration fee, etc.
5. List all members that are traveling with their student ID and phone numbers.
6. Make sure to keep all itemized receipts associated with travel. Do not check out of your hotel or return your rented vehicle without receiving a receipt.
7. A Game Report must be submitted (available on Google Form) to Club Sports Administration within 24 hours of returning.
Travel Regulations, Policies and Guidelines

1. Travel Requests must be approved by Campus Recreation prior to the trip. Clubs traveling without prior approval are subject to negative repercussions and are traveling at own risk and expense.

2. Clubs must have funds in their account to cover travel at time of Travel Request submission. Encumbered funds cannot apply towards funds available for the travel request.

3. Vehicle rental or charter may be authorized when the use of such conveyance is the most economical and practical means of transportation. Note that expenses over $10,000.00 must go through a bidding process. Charter bus companies must also be preapproved to meet insurance minimums required by the State of Idaho.

4. After the Travel Request form has been approved, vehicles may be reserved through Enterprise or Boise State Motor Pool. Motor Pool will directly charge club accounts upon return.

5. Miscellaneous items are allowable; however, such items must be listed prior to travel and must be associated with travel. Receipts must be submitted for reimbursement.
   a. Taxi or bus fares to and from depots, airports, and hotels.
   b. Traffic tolls
   c. Transportation, handling, and/or storage of equipment
   d. Airport parking
   e. Registration or tournament fees required for participation
   f. Other items not specifically described in the regulations as an allowable expense, but that are nevertheless necessary in the performance of official duties.

6. Clubs are not permitted to travel during the hours of 2am and 5am unless performed by a contracted service. Any travel during these hours must be approved by the Club Sports Administration. Be prepared to spend an extra night.

7. Prior to the travel, a team representative will receive an envelope with the hotel confirmation, vehicle rental confirmation, and other travel documents. Please collect receipts from the travel in this envelope.

15.3 RESPONSIBILITIES OF BOISE STATE VEHICLE USERS

All vehicle users should be aware of the following policies associated with rental of Boise State vehicles. Motor Pool may charge the organization may occur if the policies are violated.

1. User Authorization: It is the responsibility of the approving department and the user to ensure that the vehicle is used for official business only.

2. Driver's License: Driver must have a valid license.

3. Citations: Responsibility for traffic citations belongs to the cited user.

4. Inspections Before and During Use: The user is responsible for inspecting tires, brakes, horn, lights, windshield wipers, oil level and general condition of vehicle prior to leaving Facilities and Operation Maintenance. If deficiencies are noted before use, advise personnel at the Facilities and Operations Maintenance office. Should a problem develop
during use of the vehicle, see the instructions on the insert sheet in the State of Idaho Accident Report Guide located in the glove box.

5. Tobacco, Alcohol, Controlled Substances: Use or possession is prohibited in any State vehicle or University sponsor trips regardless of vehicle.

6. Safe and Prudent Use: All users of University vehicles are required to operate the vehicle in a safe and prudent manner. Use of seat belts is mandated by state law and is required during the operation of any vehicle.

7. Condition of Vehicle: Maintain the vehicle prudently by avoiding areas where potential rock damage to transmissions and undercarriage might occur or excessive mud and debris would damage the vehicle’s interior and exterior.

8. Review the after-hours policy (http://operations.boisestate.edu/facilities-operations-maintenance/motor-pool/) if you plan to return after 5:00 pm or on a weekend.

University Policy for Operating Large Vans

1. All authorized drivers of 12-passenger vans must complete a University van safety-driving course or defensive driving class, as sponsored by the Office of Risk Management and Insurance, before they operate a 12 passenger van.

2. 12-passenger van drivers training must be renewed on an annual basis (not to exceed a 12 month period).

3. All occupants in the van must wear seatbelts at all times. The navigator shall advise the driver to stop the vehicle if passengers become a driver distraction or remove their seatbelts.

4. No driver shall operate the vehicle for more than eight hours in a 24-hour period.

5. No cellular phone usage is permitted by the driver while operating a 12-passenger van. If the driver must use a cell phone, he/she must pull off the road safely and use the van’s emergency flasher lights while stopped.

6. For complete list of rules and more information on operating a large van, please visit here (http://rmi.boisestate.edu/defensive-driving-course/)

SECTION 16. MARKETING AND PROMOTION

16.1 INFORMATION DESK SERVICES

The following Marketing and Promoting services are available at the Information Desk located inside the Student Union Building. (208) 426-4170

Poster Distribution System

The Information Desk will post posters free of charge for clubs in various locations across campus. To take advantage of this service, follow these steps:

1. Create your poster or flyer and be sure to include the club name, date, time and location of the event.

2. Have your original flyer stamped by the Information Desk Services staff before copies are made or you will have to stamp each one individually. Outdated flyers and those
that are not approved advertising local businesses, yard sales, personal sale items and other community flyers will be removed.

3. Make 70 copies of the flyer. Periodically, the number of locations available for posting may change, so verify the number of posters needed with the Student Involvement and Leadership Center before you print them. Space on the boards is limited, so the maximum size allowance is 8-1/2” by 14”. Commercially produced posters larger than this size may be accepted; however, preference will be given to smaller posters because the goal of the distribution system is to maximize the circulation of student organization and Boise State information.

4. Deliver copies to the Information Desk before noon on Fridays (Fall and Spring semesters only), and they will be posted by a staff at designated locations across campus by the following Tuesday.

5. All flyers must be stamped for approval at the Student Involvement and Leadership Center. In order to gain approval, flyers must have the sponsoring club’s name printed on them.

Poster Room
The Poster Room is located in the Student Involvement and Leadership Center. The Poster Room has sinks, a table, and some supplies. Access is available Monday through Friday from 8:00 am to 5:00 pm.

Printing and Graphic Services
Bronco Print
They offer a variety of document reproduction services plus posters, lamination, bindery, color printing, and copies. Other services such as T-shirt transfers, full-color transparencies, and fax services are also obtainable.
Hours: 8:00 am to 5:00 pm, Monday to Friday
https://www.boisestate.edu/oit/print-at-boise-state/broncoprint/

Campus Sign Shop
The Campus Sign Shop produces banners, full-color decals, and rubber stamps as well as a variety of temporary and permanent vinyl and engraved signage for indoor and outdoor use.
Hours: 8:00 am to 5:00 pm, Monday to Friday
https://www.boisestate.edu/printing/signs/

University Relations - News Services
You may utilize the expertise of the Office of Communications and Marketing to promote your events. News Services offers valuable support to University student organizations. Services include news releases, public service announcements, press conferences, electronic reader board (Broadway Avenue), photography coverage, listing on University events phone, publication in Focus Calendar and Spotlight Newsletter. News Services will also provide advice on media strategies, program brochures and advertising. A crucial part of successful program planning is effective and well-timed publicity. News Services suggests you contact their office as soon as an event has been approved by Campus Recreation. A member of the News Services staff will help you establish a program timeline for a publicity campaign.
Location: Office of Communications and Marketing
SECTION 17. FOOD AND BEVERAGE POLICIES

17.1 FOOD AND BEVERAGE AT YOUR EVENT

To make your meetings and events more enjoyable, you may have them catered by Chartwells. The staff will prepare, set up and/or serve anything from snacks to a full course meal in any of the reserved Student Union meeting rooms, anywhere on Campus or in the Boise community. Catering services are available to club at a discount, and you do not have to do any of the work. For more information or to obtain a complete catering packet, stop by the Reservations and Catering Office on the 2nd floor of the Student Union or call (208) 426-3890.

SECTION 18. LEGAL AGREEMENTS

A contract is a binding agreement between two (2) or more parties. A contract may be a document called, among other things, an agreement, contract, deal memo, grant, lease, license, memorandum of agreement, memorandum of understanding, scope of work, or term sheet. An agreement may also be sent in a letter or email, or made orally. Clubs wishing to enter into a contract must inform Campus Recreation, who can make sure to follow the University’s contract procedures, which can be found at: http://operations.boisestate.edu/generalcounsel/contracts/. Contracts can only be signed on behalf of the University or a club by certain authorized individuals, not including members, officers, advisors, or coaches of clubs. Visit with Campus Recreation if an agreement presents itself.
Do not personally sign anything on behalf of your club. Otherwise, you may be held personally and financially responsible for the terms of the contract.

SECTION 19. EMERGENCIES AND UNIVERSITY CONCERNS

Requirements
All club participants are required to fill out a Participation Waiver, emergency information and carry health insurance to become a member. Students are not able to participate in any club activity until these documents have been submitted to Campus Recreation.

Each club must contact their direct Club Sports Administrator, immediately following an emergency or an event of concern for Boise State University students and club sports. If their Administrator does not answer, you must leave a voicemail then contact the other Club Sport Administrator. Examples of such concerns are: injured player, vehicular accidents, physical altercations, lost or stolen equipment and any violations.

Coordinator of Rec Sports (208) 426-5673
Associate Director Programming and Communication (208) 426-5643

In case of incidents where the media may be present in an emergency, all club members are asked to refrain from talking to the media until a Boise State University spokesperson arrives.

Weather Emergency
Indoors- should a tornado or other hazardous storm develop, all attendees must stay indoors away from windows until the storm passes. Be prepared for a power failure.

Outdoors-should a tornado or other hazardous storm develop, play must stop and seek shelter immediately away from windows. If thunder/lighting can be seen or heard, play must cease 20 minutes from last visible or audible lighting strike.

Medical Emergency
Should a medical emergency develop, ask the Athletic Trainer if present how you can help. If an Athletic Trainer is not present, call 911 immediately. Do not hang up until you are told to hang up. Be prepared to assist medical personnel when they arrive.