

## Reference Sheet

- Link to Sport Clubs Website:  
[https://www.csusm.edu/rec/sport\\_clubs/index.html](https://www.csusm.edu/rec/sport_clubs/index.html)  
  
Contains information about:
  - Gender Identity Policy
  - Meeting dates and times
  - Resources: Dues Deposit form, Group/Individual Waiver forms, SCF Handbook, SLIC A-Frame request and much more
- Link to ASI Website:  
[https://www.csusm.edu/asi/services/account\\_services.html](https://www.csusm.edu/asi/services/account_services.html)  
  
Contains information about:
  - Allie's office hours
  - Online ERF request form
  - Online Dues Deposit forms
  - Payee Data Form
  - Frequently Asked Questions about being a Treasurer
- All Sport Clubs have 2 mailboxes:
  - One is located behind the front desk of the CFH
  - The other is located in the SLIC office which is found at USU 3600
- Make Deliveries out to:  
  
Ryan Groth  
ATTN: "Club Name"  
Campus Recreation  
441 La Moree Rd.  
San Marcos, CA 92078
- Ryan Groth's Contact:
  - [rgroth@csusm.edu](mailto:rgroth@csusm.edu)
  - (760)750-7413
  - Office in CFH 123B
- SC Staff Contact:
  - [sportclubs@csusm.edu](mailto:sportclubs@csusm.edu)
  - (760)750-6012
  - Office in CFH 106L
- Allie Garcia's Contact:
  - [algarcia@csusm.edu](mailto:algarcia@csusm.edu)
  - (760)750-6002

- Office in USU 3700
- Deadlines:
  - Travel must be put into DSE **14 days before** the day of the trip.
  - A travel follow up report must be put in a **week after the event up until that following Friday.**
  - A Fundraiser Form must be put into DSE **5 days before** the day of your fundraiser
  - A Fundraiser follow up report must be put in a **week** after the fundraiser
  
  - All Bonus Points must be sent to the Sport Clubs email ([sportclubs@csusm.edu](mailto:sportclubs@csusm.edu)) by the **following Monday.**
    - The email must include a picture of the club's participants a the event, the date of the event, the number of club participants at the event and at least a sentence of how the event went.
  - Absence memo requests must be turned in **2 weeks** in advance before the trip.
  - Any cash or checks received must be turned in to the cashier office within **24 hours** of receiving the money.





**Associated Students, Inc.**  
California State University, San Marcos  
San Marcos, CA 92096 - 0001  
(760) 750 - 4990 Fax (760) 750 - 3149

### CAMPUS SPONSORED STUDENT ORGANIZATIONS

#### Expenditure Request Form

DATE: 02/23/2020 REQUESTER NAME: Janet Smith REQUESTER EMAIL: smith123@cougars.csusm.edu

CLUB/ORG NAME: BirdWatching Club- 91523

EXPENSE ACCOUNT # 660090 Club Fund # 91523 Dept ID 2112

PLEASE UPLOAD ORIGINAL RECEIPTS, ORIGINAL INVOICES, OR OTHER PROOF OF PURCHASE:

#### CHECK RECIPIENT INFORMATION:

RECIPIENT NAME: CSU San Marcos ATTN: Cashiers RECIPIENT PHONE: 760-750-4000

ADDRESS: 333 South Twin Oaks Valley Road STATE: CA

CITY: San Marcos ZIP CODE: 92096

EMAIL: asi@csusm.edu AMOUNT: \$ \$20.00

ITEMS PURCHASED: RA022900 Tabel, chairs, labor

REASON FOR PURCHASE: 73rd Annual Bird Watching Gathering

LOCATION OF EVENT: San Marcos DATE OF EVENT: 02/24/2020

CAMPUS POSITION: Student

HOW WILL THE CHECK RECIPIENT RECEIVE PAYMENT?: Pick up check at ASI office

#### CLUB AUTHORIZATION SIGNATURES

CLUB PRESIDENT: Tasha Williams *Signature* DATE SIGNED: 02/23/2020

CLUB ADVISOR: Amy Knope *Signature* DATE SIGNED: 02/25/2020

CLUB TREASURER: Janet Smith *Signature* DATE SIGNED: 02/26/2020

ASI STAFF: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

#### CAMPUS RECREATION

Date Paid: \_\_\_\_\_ Total Amount: \_\_\_\_\_ Campus Rec Staff: \_\_\_\_\_

# Fall 2021 CALENDAR

Monday, August 30 <sup>th</sup>	<b>First Day of Fall Semester</b>		
Thursday, September 16 <sup>th</sup>	<b>Exec Board Meeting #1</b>	5:30-7:00 PM	USU 2310 A/B
*Mon, September 20 <sup>th</sup> - Fri, 24 <sup>th</sup>	<b>*Hazing Prevention Week</b>		
Tuesday, September 21 <sup>st</sup>	<b>SV – Bystander Intervention &amp; Sexual Harm</b>	12:00-1:00PM	Zoom
Thursday, September 30 <sup>th</sup>	<b>SV – Supporting Survivors of Sexual Harm</b>	12:00-1:00PM	Zoom
Thursday, September 30 <sup>th</sup>	<b>Council Meeting #1</b>	5:30-7:00 PM	SBSB 4117
*Start in October	<b>*First Aid/CPR Trainings</b>	TBD	
*Start in October	<b>*Defensive Driving Trainings</b>	TBD	
Fri, October 1 <sup>st</sup> -Fri, October 15 <sup>th</sup>	<b>Club Meetings</b>	Dates/Time determined by SC Staff	
Monday, October 4 <sup>th</sup>	<b>Safety Officer Training #1</b>	6:00-7:00 PM	USU 2310 A
Tuesday, October 5 <sup>th</sup>	<b>Sport Clubs Meet &amp; Greet</b>	11:30-1:00 PM	Ballroom B/D
Tuesday, October 5 <sup>th</sup>	<b>SV – Staying Safe in Digital Relationships</b>	6:00-7:30 PM	Zoom
Wednesday, October 6 <sup>th</sup>	<b>Safety Officer Training #2</b>	6:00-7:00 PM	USU 2310 A
Tuesday, October 12 <sup>th</sup>	<b>Safety Officer Training #3</b>	6:00-7:00 PM.	USU 2310 A
Thursday, October 14 <sup>th</sup>	<b>Exec Board Meeting#2</b>	5:30-7:00 PM	USU 2310 A/B
Thursday, October 28 <sup>th</sup>	<b>Council Meeting #2</b>	5:30-7:00 PM	USU 2310 A
Thursday, November 18 <sup>th</sup>	<b>Exec Board Meeting #3</b>	5:30-7:00 PM	TBD
Thursday, December 2 <sup>nd</sup>	<b>Council Meeting#3</b>	5:30-7:00 PM	USU 2310 A

\*Hazing Prevention week will require clubs to repost on their Clubs Instagram account, dates for this are TBD

\*Defensive Driving Trainings are still going to be required for Approved Drivers. Dates and locations (online or virtual) are TBD

\* First Aid/CPR Trainings are still going to be required for Safety Officers. Dates and locations are TBD

\*Sport Clubs Staff will email the officers when the dates and locations for these trainings are available

## How to Create an Online Dues Deposit Form

**1. Go to CSUSM ASI- Student Org. Account Services**

**2. Click on the Deposit Form Adobe Sign**

-Found under the "Forms" section

**3. In the drop-down bar**

-Click on the SA-ASI Deposit Form

**4. Click Select at the bottom of the page**

**5. Student 1**

-Fill in the email of the person filling out the Dues Deposit Form

-\*This is normally the Treasurer

**6. Student 2**

-Fill in the email of the other Officer who will sign the form

-\*This is normally the President

**7. Under "Document Name" in the [] add your club's name**

-Ex. "Water Polo Club"

**8. Click submit at the bottom of the page**

**9. You will receive an email from Esign, click the review and fill out button**

-Start to fill out the Deposit Form

**10. Select Student Organization Name**

-Click on the drop down arrow and scroll down until you find your Student Organizations name then click on it

-The detail code and fund number will automatically populate

**11. Deposit Description**

-Fill out all information accurately about what type of funds you are depositing

-Ex. Fundraiser, Membership Dues, or Donations

## **12. Source of Funds**

-Fill out all information accurately about the source of funds you are depositing

-Ex. Name of individual, Company, or Event

## **13. Funds**

-Fill in the amount of funds were cash, coins, or check

-If check, make sure to fill in the check number

-The form will automatically calculate the total for each row and the overall total

## **14. Signature**

-Once the document is complete, you can sign at the bottom of the page

-Make sure to fill in your phone number

You can then submit the document which will now be sent to the second student for signature.

Once everyone has signed, you will receive a copy of the document. Make sure to send a copy to the Sport Clubs Staff through email ([sportclubs@csusm.edu](mailto:sportclubs@csusm.edu))

If you are depositing any cash or checks, you can now head to the Cashier's Office to deposit the funds into your ASI account. **You will either need to email a copy to the Cashier's office or bring a hard copy with you.**

**Make sure to turn in the funds within 24 hours of receiving them.**

**More information on how to fill out a Dues Deposit Form can be found in your Treasurer Binders along with on the ASI website.**

## How to Create an Online ERF

- 1. Go to CSUSM ASI- Student Org. Account Services**
- 2. Click on the Expenditure Request Form**
  - Found under the “Form” section
- 3. In the drop-down bar**
  - Click on the SA-ASI club org Fund Expenditure Request Form
- 4. Click Select at the bottom of the page**
- 5. Requestor**
  - Fill in the email of the person filling out the ERF
  - \*This is normally the Treasurer
- 6. President**
  - Fill out your Sport Clubs President’s email
- 7. Advisor**
  - Fill out your Sport Clubs Advisor email
- 8. Treasurer**
  - Fill out your Sport Clubs Treasurer email
- 9. Campus Recreation**
  - For the email put: rgroth@csusm.edu
- 10. Check Recipient**
  - For the email put: [sportclubs@csusm.edu](mailto:sportclubs@csusm.edu)
- 11. Under “Document Name” in the [] add your club’s name**
  - Ex. “Water Polo Club”
- 12. Click submit at the bottom of the page**
- 13. You will receive an email from Esign, click the review and fill out button**



-Start to fill out the ERF

#### **14. Organizations Name**

-Click on "Organizations Name" and scroll down until you find your Student Organizations name then click on it

#### **15. Check Recipient Information**

-Fill out all information accurately about the individual who is receiving the money

-If you are using the ASI credit card then fill it out by using the following information

Name: ASI Student Org. Credit Card

Address: 333 Twin Oaks Valley Rd. San Marcos, CA 92096

#### **16. Item Request/Why**

-State why you are purchasing the items and explain what items you are purchasing

#### **17. Receipt**

-Attach a copy of your itemized receipt or invoice (the information, the better!)

Once all sections are filled you can submit the document. You will receive an email when everyone has agreed to and signed the document.

If you are using the credit card, make sure to set up a meeting with Allie by emailing her at [asi@csusm.edu](mailto:asi@csusm.edu) so that you can purchase your items.

**Make sure to only spend money that is in your account, if you do not have the funds then you cannot purchase the items.**

**More pictures and information as to how to fill out the online ERF can be found in the Treasurer binders in the PowerPoint slides.**

## How to use 25 Live

### 1. Sign in to 25 Live

Navigate to <https://25live.collegenet.com/csusm> and click on “sign in” at the top right corner of the screen

### 2. Begin the Event Creation Process

Click on “Create an Event” to access the Event Wizard and begin the room reservation request process.

### 3. Enter Basic Event Information

-Fill out all of the required fields on the first page (marked with a red asterisk).

-Enter your Event Name. The maximum length of your event name can be 40 characters, including spaces.

-Enter your Event Type. Click on Search for an Event Type” and select the one that most accurately describes your event.

-Enter the Primary Organization for this Event. This is the name of the student organization that is hosting the event.

### 4. Enter Additional Event Information

- Enter your Expected Head Count. This field is required so that the room scheduler can ensure that the room requested can hold the number of people expected at your event.

### 5. Select Event Frequency

-If the event occurs on a daily, weekly, monthly, or ad hoc basis until a specified end date, select YES. If the event does not repeat, select NO.

### 6. Select when your Event Takes Place

-Enter the event start date and start time, then enter the event end date and end time.

-Enter “pre-event time” and “post-event time” if you will need extra time to set up before or after the event.

### 7. Choose how your Event Repeats

-If you selected YES during step 5 you can choose the appropriate repeat option.

-You can only use this option if the meeting series is the same TIME of day, if not you’ll have to make a separate 25 Live request.

### 8. Select your Event Location

-Using the “Search by Location Name” field to find your location. For example, you can search for USU and it will reveal all options available at the USU.

-A green check mark will appear next to the location if it is available on the time and day that you want.

-Once you select your preferred location, information about the space's maximum capacity and features will appear on the right of the screen.

**9. Select Additional Event Information**

-Fill out any relevant information on this page.

**10. Provide Additional Comments**

-Provide any additional information that would be helpful for the schedulers or service providers.

**11. Sign the Affirmation Statement**

-Read the affirmation and check the box next to "I agree" before clicking on "Next". You may not proceed if you do not agree with the Affirmation Statement.

**12. Verify the Event State**

-Select TENTATIVE then click to "Save."

**13. Event Heading**

-You will see a popup window that says "Under which heading would you like to save this event?" select STUDENT EVENTS  
-Never select "I don't know."

**14. Next Steps**

-Once you see the screen that indicates your request was successfully placed, you are done with the Event Wizard.

-Your event is not confirmed yet until you receive a confirmation email.

If you would like to attend trainings on campus, go to <https://www.csusm.edu/events/support/training.html>

There you will find many opportunities to attend a training that will allow you to learn how to use 25 live.

# Point System

## **Article 1. Purpose**

California State University, San Marcos recognizes a broad spectrum of Sport Clubs. All clubs are unique and have different needs, and the goal of the Point System is to meet these needs in a fair and logical manner.

### **The Point System was designed for the following reasons:**

1. To provide Sport Clubs with tangible/measurable goals and objectives.
2. To provide specific benefits to Sport Clubs that are more successful in fulfilling their responsibilities.
3. To allow for diverse needs and interests to be accommodated in a fair way.
4. To provide a system for distributing funds and resources in a logical manner.

## **Article 2. Sport Clubs Bonus Point Definition**

The CSUSM Sport Clubs program encourages the clubs to participate in activities and events that help the community around them and to help support the other Sport Clubs. The Bonus Points are used to encourage the Sport Clubs to participate in events that not only help the community and receive points but to also help to spread good PR around campus and the community. The criteria of how many Bonus Points a Sport Club can receive for a specific event can be found below.

\*In order to receive the bonus points the club attending the event must send a picture of all members from their club who attended. Then the picture must be sent to the Sport Clubs email ([sportclubs@csusm.edu](mailto:sportclubs@csusm.edu)) along with the date of the event, the number of members who attended, and at least a sentence on how the event went. The email is due a week after the event took place up to the following Monday. \*

### Event Related Criteria:

- **Participation in a National or Regional Championship**

10 points are awarded to any club that participates in a Regional competition or attends playoffs and 20 points will be allotted to any club that participated in a National competition over the course of the year.

#### **Point Breakdown:**

10 points= Regionals Appearance

20 points= Nationals Appearance

- **Hosting an Event**

CSUSM Sport Clubs encourages clubs to get involved on Campus and in Community Service projects. Involvement in Community Service projects along with campus involvement creates a positive image for the club and the Sport Clubs program. If a club hosts a community service event or hosts an alumni event, they can receive 5 points per event. Each club is only allowed a max of 20 points from this section.

**Point Breakdown:**

5 points= 1 Event

20 points= Max (4 Events)

- **Attendance at another CSUSM Sport Club Game**

Sport Clubs are encouraged to support each other by attending other club's games on or off campus. This support will help to bring all of the clubs closer together and get them more involved with what is happening with the other Sport Clubs. The more individuals that attend the game to support their fellow students, the more points the club can receive.

**Point Breakdown:**

3 points= 3-6 individuals

4 points= 7-10 individuals

5 points= 11-14 individuals

6 points= 15+ individuals

- **Recruitment**

Each club is required to attend the Fall Student Org Fair to recruit students to participate in their club. If the club attends the Spring Student Org Fair then they can receive some extra points for going over and beyond what is required.

**Point Breakdown:**

2 points= Fall Org Fair (Required)

3 points= Spring Org Fair

- **CPR/ First Aid Certification**

Each club is required to have at least two individuals that are a part of the sport clubs to be CPR and First Aid certified along with being a Safety Officer for the club. Clubs are

welcome to have more than two Safety Officers and can receive points for having more. (Campus Recreation will only pay for 2 members to get First-Aid and CPR certified. Any additional members that want to be certified will need to pay upfront and the club will need to reimburse that individual.)

**Point Breakdown:**

2 points= 2 Safety Officers (Required)

5 points= Every additional Safety Officer

Fundraising Related Criteria:

- **Fundraising**

Each club is required to set up and facilitate four fundraisers for the entire academic year. The clubs are not required to make a certain amount of money at the fundraiser. As long as they hold an actual fundraiser the club can receive credit. The clubs can go over and beyond to do more than the required number of fundraisers and in addition, the club can receive more points for doing so.

**Point Breakdown:**

2 points= for 4 fundraisers (Required) (total of 8 points)

5 points= every fundraiser after the required amount

- **Money Fundraised**

Funds raised by the club that is not income generated from membership dues or donations. This can be achieved by fundraisers only.

**Point Breakdown:**

5 points= \$0-\$300

10 points= \$301-\$600

15 points= \$601-\$900

20 points= \$901-\$1200

25 points= \$1201-\$1500

30 points= \$1501+

## Training Related Criteria:

- **Training**

There are 80% trainings that are required for at least 80% of the club's members to attend. There are usually two trainings in the Fall and two in the Spring. The more members a club can get to attend the mandatory trainings the more points they will receive.

### **Point Breakdown:**

5 points= 80%-85%

10 points= 86%-95%

15 points= 96%-100%

## Community Service-Related Criteria:

- **Blood Drives**

Blood Drives are an opportunity for clubs to get involved on campus and help the community. Blood drives consist of helping sign in donors and getting individuals to donate blood to the Red Cross. You must sign up using the link that can be found on the resource page of the sport club website along with taking a picture (of the volunteers at the event) and send it to the Sport Clubs email in order to receive the points.

### **Point Breakdown:**

10 points= 1 shift (3 hours) at the blood drive (requires 2-5 members)

- **Cougar Pantry**

Opportunity for clubs to get involved and help hand out fresh produce to the students on campus. You must sign up to help and then attend at least one shift to either help hand out the food, set-up or clean-up. There will be a max of 10 shifts taken by each club per day. You must also send a picture (of the volunteer at the event) and send it to the Sport Clubs email along with signing up to volunteer using the link provided on the resource page of the Sport Clubs website.

**Point Breakdown:**

2 points= 1 individual at one shift

20 points max per day= 10 shifts

- **Sport Club Events**

Other events that the Campus Recreation Community puts on to help get more campus involvement for the students on campus. Getting the sport clubs to volunteer and help at the events will be good publicity for the club and will also help the other departments in Campus Recreation. Some examples would be haunted house, color run, and second chance prom.

**Point Breakdown:**

5 points= 3 people volunteering

10 points= 6 people volunteering

1 point= every individual that participates in the event (Max 5 points)

- Must fulfill 3 people volunteering before a club can receive points for participating

\*Unless the go ahead has been given and approved by the Sport Club Staff.

- **Presenting at Allocation Meeting**

The Allocation meeting is not mandatory to attend. However, if a club shows up and presents a PowerPoint on how the club's year went, they can receive Bonus Points. The presentation must be thought out and cover most of the information in the Allocation Packet in order to receive the points.

**Point Breakdown:**

20 points= 1 Presentation

### **Article 3. Sport Clubs Infraction Definition**

CSUSM Sport Clubs at Cal State San Marcos create deadlines and rules that every Sport Club must follow. If a club turns something in past the deadline or breaks a rule, then the club will lose points which are called infractions. The number of infractions given is up to the council, however, the Campus Recreation Assistant Director will suggest a range (min and max) that the



council cannot go under or above. The range will depend on the severity of the infraction. The council will then deliberate on what number of infractions the club should receive; however, the council must stay within the range given by the Campus Recreation Assistant Director. A list of infractions that a Sport Clubs could receive can be found below.

\*There are more infractions that could occur than are listed below. \*

\*If an Infraction occurs more than once then the minimum number of infractions will increase with every offense. This however, excludes the 80% trainings. \*

## **Infractions**

- **Trainings**

If a club does not meet 80% members at a training, then every percentage less than 80% will cause a point loss for the club.

**Point Breakdown:**

-5 points= 79%-65%  
-10 points= 64%-55%  
-15 points= 54%-0%

- **Executive Meetings**

All three of the officers from every club are required to attend all executive meetings. This is a meeting where a lot of important information will be presented so all officers need to attend. If a club does not have an officer attend the meeting, then they will lose points. The minimum number is the amount of points that the club is guaranteed to lose however, the clubs can take more points away as long as it does not exceed the max.

**Point Breakdown:**

-5 points minimum= First offense  
-10 points minimum= Second Offense

- **Late/Unapproved Travel Form**

Travel forms are supposed to be submitted from all clubs when they will be having a game or event off campus. The form must be turned in 14 days in advance to the day the club will be leaving. Failure to do so will result in a loss of points.

**Point Breakdown:**

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **Late Follow up Report**

Each club is also required to submit a follow up report on DSE to let the SC Staff know how the event went. The report is due a week after the trip has taken place, the club has up till the following Friday to get the report turned in. Failure to do so will result in a loss of points.

**Point Breakdown:**

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **Adding a Member Past the Deadline**

Rosters must be set by a certain date provided by the Campus Rec Assistant Director. If a club adds a member past the deadline then the club will be put up for an infraction.

**Point Breakdown:**

- 5 points minimum= Addition of one individual
- 10 points minimum= Addition of two individuals

- **Failure to Follow the Student Code of Conduct**

The Student Code of Conduct set up by the University must be followed. If a club does not follow or breaks a code, then they will be put up for an infraction. The Campus Rec Assistant Director will decide how many infractions the offense should be up for, however, the council will still decide the final number.

**Point Breakdown:**

- 10 points minimum= First offense

-20 points minimum= Second offense

- **Late Recognition Packet**

Recognition Packets are due on September 30<sup>th</sup> of each start of the year. If a club does not turn in the packet on or before that deadline then they will be up for an infraction. Each club is also required to receive their advisor's signature. If a club does not get their signature, then they will be up for an infraction.

**Point Breakdown:**

-5 points minimum

- **Late Eligibility Form**

Eligibility forms are filled out after all clubs have their final rosters. This form makes sure that all participants are eligible to play meaning that they are a student at San Marcos, are at least a part-time student and are in good standing with the University. If this form is not turned in on time to the Campus Recreation Assistant Director, then the club will be up for an infraction.

**Point Breakdown:**

-5 points minimum= First offense

-10 points minimum= Second offense

- **Late Allocation Packet**

An Allocation packet is filled out at the end of each year so that each club can reflect on how the year went and if they accomplished everything that they wanted to. The Allocation packet will be due at a certain time along with the club's advisors' signature. If the club turns in the packet late or does not have their advisor's signature, then the club will be up for an infraction.

**Point Breakdown:**

-10 points minimum

- **Late/No Tryout Group Waiver**

Each sport clubs will hold tryouts for their club in order to receive new members. Each member trying out who has not filled out the membership packet must sign the group

waiver form. This form makes sure that the club is not liable for injuries that occur during tryouts. The group waiver form must be turned in to the Assistant Director of Campus Recreation after the tryouts have concluded. If no form is turned in or if it is turned in late then the club will be up for an infraction.

**Point Breakdown:**

-5 points minimum= First offense  
-10 points minimum= Second offense

- **Late/No Official Roster**

The Sport Clubs staff keeps track of all rosters so that they have a head count of how many participants are on each club. The staff will ask for a Fall and Spring official roster to make sure that they have an accurate head count. If no official roster or a late official roster is turned in, then the club will be put up for an infraction.

**Point Breakdown:**

-5 points minimum

- **No Team Meeting**

Each Sport Club is required to have a team meeting with one of the Sport Clubs staff. This meeting helps to put a face to a name so that all the participants know who the Sport Clubs staff is. The meeting is also a great opportunity for the clubs to know how much work goes on behind the scenes that the officers do for each club so that they can run the club properly. The meeting also allows the clubs to ask questions if they have any. If a club does not have a team meeting with the Sport Clubs staff, they will be put up for an infraction. If less than 2/3rds (67%) of your official roster show up, then the club will be up for an infraction.

**Point Breakdown:**

-5 points minimum

- **Gear Purchase Before Approval**

Each club will make a gear purchase at some point during the year. In order to make a purchase, the Campus Recreation Assistant Director must approve the design and the payment before the purchase is made. If a club skips this step and does not get approval, then the club will be up for an infraction.

**Point Breakdown:**

- 10 points minimum= First offense
- 15 points minimum= Second offense

- **No Attendance at the Fall Org. Fair**

All Sport Clubs are required to attend the Fall Organization Fair so that they can get people interested in their club and to come to tryouts. If a club does not attend the fair, then the club will be put up for an infraction.

**Point Breakdown:**

- 5 points minimum

- **Trash Left on Practice/Game Areas**

Most of the places that Sport Clubs practice or host games is being borrowed from Athletics. Each club needs to make sure the space is left the same way as when they first got there. If the Sport Clubs staff finds out that the space was left a mess, the club will be put up for an infraction.

**Point Breakdown:**

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **Coach Purchased Equipment**

No coach can purchase equipment for the club. The coach is only supposed to help lead practice and make line ups for games and tournaments. If a coach does anything beyond what their requirements are such as purchasing gear, then the club will be put up for an infraction.

**Point Breakdown:**

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **No Mini Audit Meeting**

Every Treasurer and President are required to have a mini audit with the Sport Clubs Student Coordinator once a month to go over purchases and budget. If a Treasurer or President do not sign up for a meeting or attend the scheduled meeting, then the club will be up for an infraction. (If the President and Treasurer cannot find a time to meet with the Sport Clubs Student Coordinator then the Treasurer can just find a time that works for them. The Sport Clubs Student Coordinator will fill in the President at a later time.)

**Point Breakdown:**

-5 points minimum= First offense  
-10 points minimum= Second offense

- **Less than 2 Safety Officers**

Every Club is required to have at least 2 safety officers that are CPR and First Aid certified. If a club goes a season without 2 safety officers, then the club will be up for an infraction.

**Point Breakdown:**

-5 points minimum= First offense  
-10 points minimum= Second offense

- **No Allocation Meeting**

Every Sport Clubs is required to set up a meeting with the Campus Recreation Assistant Director to go over the completed Allocation Packet. The meeting is to help revise information on the packet to make sure it is accurate and correct. If a club does not set up a meeting, then the club will be up for an infraction.

**Point Breakdown:**

-5 points minimum

#### **Article 4. Money Distribution**

Every club will start from zero so that way the money allotted to the clubs will only be determined by how their year went, not how the year before went. Each club will receive their total number of points at the end of the year. One point will be correlated to a certain amount of money. For example, depending how much money is in the pot, one point could be worth \$2.

For example: \$15,200 is used to calculate the ratio

Total number of points: 925

Each point is worth \$16.40

A club had 208 points so they will receive \$3,411.20 in allocation money as long as they do not exceed their max according to the Tier System which can be found below.

## **Article 5. Tier System**

The Sport Clubs program at Cal State San Marcos is comprised of three different tiers, Tier A, Tier B, and Tier C. Each Sport Clubs is divided amongst the different tiers' dependent upon the qualifications of each tier. Each club must meet **ALL** requirements in order to be under a specific tier, which is found below. If your club does not meet ALL requirements, then you will be bumped down to the next tier.

Example: The water polo club spends \$13,000 in expenses (Tier A) and has 12 members (Tier B). This means that the water polo club would be bumped down to the lower tier, Tier B because they must meet both requirements in order to reside in a tier.

### **Tier A:**

- 17+ Members
- \$12,001+ in Expenses
- Awarded up to \$6,000 in Allocation\*

### **Tier B:**

- 11-16 Members
- \$6,001-\$12,000 in Expenses
- Awarded up to \$4,000 in Allocation\*

### **Tier C:**

- 5-10 Members
- \$0-\$6,000 in Expenses
- Awarded up to \$1,000 in Allocation\*

\*If a club meets **ALL** requirements in a specific tier, then they can be awarded up to that specific amount in Allocation Funds only if the max tier amount does not exceed 1/3<sup>rd</sup> of the total expenditures for that year. If a sport club's awarded Allocation Funds exceeds 1/3<sup>rd</sup> of total expenses, then the 1/3<sup>rd</sup> of the total year's expenditures becomes the new awarded Allocation Amount (rounded to the nearest whole number). This exception is to make sure that a Sport Club is not relying fulling on Allocation funds to pay for all expenses during a given year. **This exception does not apply to New Sport Clubs.**



### CSUSM Sport Clubs Approved Vendor List

Vendor Name	Contact	Email	Phone	Website Link	Team Store
47 Brand LLC	Kathleen Crane	kcrane@47brand.com	781-320-1384	www.twinsenterprise.com	
Advanced Graphic Products dba Advanced-Online	Brian Schellbach	bschellbach@follett.com	630-379-6562	www.advanced-online.com	X
BoxerCraft Inc	Tonya Kirby	tkirby@boxercraft.com	404-355-9994	www.boxercraft.com	
BSN Sports, LLC	Cavanaugh Hagen	chagen@bsnsports.com	703-307-9836	www.bsnsports.com	X
CollegeWear, Inc.	Jeff Miclat	jeff@collegewearinc.com	619-721-3202	www.Collegewearinc.com	
CSUSM University Store	Jiin Fan	1259mgr@follett.com	760-750-4730	www.bkstr.com/csusanmarcosstore/home	
CustomInk LLC	Bailey Rockwell	licensing@customink.com	800-293-4232	www.customink.com	X
Cutter & Buck Inc	Cici Simpson	cici.simpson@cutterbuck.com	206-428-5708	www.cutterbuck.com	
Harrow Sports Inc.	Kelly Williams	kelly.williams@harrowports.com	303-892-3472	www.Harrowports.com	X
Jardine Associates	Robert Caputo	robert@jardineassociates.net	401-667-3800	jardineassociates.net	
McNeilly 5 Enterprise inc/Big Frog	Jeff McNeilly	jeffm@bigfrog.com	760-410-6060	bigfrog.com/sanmarcos	X
MV Sport	Ellen Linz	ellen@wpmv.com	631-273-8020 x256	www.mvsport.com	
RB III Associates Inc	Peter Hissong	phissong@Foundersportgroup.com	760-510-3516	www.teamworkathletic.com	X
Ross Sportswear	Katie	katie@rosssportswear.com	563-343-1396		
Twin City Knitting	Natalie Shook	nshook@tcksports.com	828-464-4830	www.tcksports.com	

CLUBS GET 20% OFF



Note: Clubs looking to use a vendor that is not on this list must contact Ryan and work with Learfield to complete the Application for License using the link provided below. <http://learfieldlicensing.com/wp-content/uploads/2017/09/Learfield-Licensing-Partners-License-Application.pdf>. Please make sure to keep Ryan in the loop when trying to get a vendor licensed. If you do not see a vendor on this list that you have used in the past please contact Ryan.