



Club Sports Handbook

2026 – 2027

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INTRODUCTION TO CLUB SPORTS

Club Sports plays an important role within the Campus Recreation Department by expanding a student's learning environment through competitive sports. Club Sports offers opportunities for students to develop social, leadership, management, and organizational skills within their own particular interests. Furthermore, participants in club sports at Arkansas State University (A-State) will experience the multiple associated benefits of physical activity and team dynamics.

Mission Statement

To provide recreation services to the university's community for the creation of healthy lifestyles and long-term wellness.

ADMINISTRATION

Department of Campus Recreation Staff

Executive Director	Booker Mays
Associate Director	Trey Hicks
Assistant Director (Club Sport Coordinator)	Jordan Miller
Coordinator of Campus Recreation	Tyler Guthrie
Administrator of Campus Recreation	Raven Person
Rugby Head Coach	Dom Shaw
Spirit Squad Head Coach	Ryan Salami

GENERAL INFORMATION

Definition of a Club Sport

A Club Sport is an organization of students formed for the purpose of engaging in competition in a particular athletic activity with other institutions of higher education. Club Sports participants engage in physical competition rather than academic contests.

Club Sport Structure

Club Sports are established at A-State for the purpose of promoting and organizing athletic competition. Club Sports are unlike intramurals in that competition is with other institutions of higher learning. Club Sports are unlike varsity sports in that they do not carry A-State NCAA designation.

Club Sports are designed for those students who desire to compete at the collegiate level, but do not participate in NCAA sports. Any proposed Club Sport must have a nationally recognized governing body and must not duplicate any sport currently offered by A-State as a NCAA sport.

Three tiers of Club Sports exist at A-State: Established Club Sports, Developing Club Sports, and Aspiring Club Sports. Established Club Sports consist of Spirit Squads and the Men's Rugby team. Developing Club Sports are those that apply and are approved for a set amount of funds from the university for an academic year. Aspiring Club Sports are those that are approved to be affiliated with the university without a set amount of funds provided by the Student Government Association (SGA). Aspiring Club Sports may be able to request funds (when available) from the university through Action Fund process and the Campus Recreation Department on a case-by-case basis.

A-State has limited resources available to fund Club Sports. For the 2026-2027 Academic Year, there will be a maximum of six Developing Club Sports. Each Developing Club Sport may receive up to \$6,000 of funds for the academic year. The Club Sports Oversight Committee retains the right to amend the number of Developing Club Sports as needed. Equitable opportunities will be available for male and female participants. Students desiring to establish a Developing Club Sport at A-State must complete an Application for Developing Club Sport Status and meet all requirements for initial and continuing recognition. Any group that is not approved as a Club Sport may apply to form a registered student organization through the Leadership Center.

Governing Body for Club Sports

All Club Sports will be governed by the Club Sports Oversight Committee. This committee will be comprised of a SGA Staff Member, Student Activity Center Member, Campus Recreation Staff Member, Dean of Students, and Executive Director of Recreation and Wellness, who shall coordinate the committee. This committee will only meet in special circumstances (decided by Executive Director of Recreation and Wellness and Dean of Students).

MEMBERSHIP

Registration and Approval

Developing Club Sports and Aspiring Club Sports must apply to the Campus Recreation staff member coordinating Club Sports. All Arkansas State University-Jonesboro Registered Student Organizations (RSO) are eligible to apply for membership in the Club Sports Program. Recognition as a Club Sport at any level will be valid for one academic year and must be renewed annually to maintain Club status.

Any Developing Club Sport that is accepted for official recognition will be on probationary status for a period of one year. During the first year, a Developing Club Sport must meet the following criteria:

1. Maintain an adequate number of members to conduct the sport, dependent on each individual sport
2. Actively participate in competitive events
3. Secure membership in a regionally or nationally recognized governing body
4. Generate sufficient funds to support the club

If the above criteria have been maintained for 1 (one) full academic year, the Club Sports Oversight Committee may grant full status as a Developing Club Sport at the end of the probationary year.

Club Sport applications for the 2026-2027 academic year, will be due August 5, 2026.

Eligibility

All team members must be full-time students on the A-State-Jonesboro campus. Full time is defined as: 12 undergraduate hours, 9 graduate hours. Exceptions may apply for a graduating student in their last semester. ESL students are not eligible to participate in club sports unless allowed by respective National Governing Body.

All team members must be in good standing with the university to participate.

If allowed by the governing association, faculty and staff members may become members.

Loss of Status as a Club Sport

Any Club Sport that is unable to meet team requirements for each individual sport or which loses standing with the regional or national governing body for the Club Sport will lose recognition and be dissolved. If the Club Sport is not successfully reconstituted the year immediately following, any funds held in that club's financial account will be redistributed as determined by the Club Sports Oversight Committee.

Failure to follow the established guidelines and deadlines may also result in loss of status. Any Club Sport that loses status and chooses to reapply for Club Sport status will begin the process again as a Developing Club Sport, including completion of a probationary year.

CLUB OFFICER RESPONSIBILITIES

Responsibilities of Staff Advisor

The responsibilities of the Faculty / Staff Advisor include, but are not limited to:

- 1) Advise the student leadership of the Club Sport
- 2) Meet with Campus Recreation staff member responsible for Club Sports as needed
- 3) Assist student leaders and coach with applications, reports, recruitment, practices, scheduling, travel, fundraising, promotion, and other activities necessary to make the Club Sport successful
- 4) Communicate to the University any academic or conduct issues arising with respect to Club Sport members or the team as a whole
- 5) Be aware of and assist in resolving any conflicts within the club

Responsibilities of the Coach

The responsibilities of the Coach include, but are not limited to:

- 1) Direct all activities of Club Sport competitions including reserving facilities, obtaining equipment, supervising practices, scheduling games, and managing games
- 2) Secure any game officials needed
- 3) Ensure compliance with all requirements of the recognized governing body for the Club Sport
- 4) Coordinate with the Faculty/Staff Advisor on travel, recruitment, fundraising, promotion, and other activities necessary to make the Club Sport successful.
- 5) Report any academic or conduct issues to the Faculty/Staff Advisor or Campus Recreation Department
- 6) Restrict his/her contributions to coaching and refrain from activities concerning the club's management, a Club Sport is first and foremost a student organization, and as such, the student leaders (not the coach) should serve as the liaison between the club and the Club Sports Coordinator
- 7) If the Coach is an A-State student, he or she cannot also serve as an officer for the club
- 8) Register as a coach with the governing body of the club sport

Responsibilities of the President

The responsibilities of the President will include, but are not limited to:

- 1) Serve as the main contact person working with the Club Sports Coordinator
- 2) Direct all meetings and organized events
- 3) Attend training session(s) with the Campus Recreation department
- 4) Register the Club as a Registered Student Organization, through the Leadership Center

Responsibilities of the Officers

The responsibilities of the Officers, will include, but are not limited to:

- 1) Organize fundraisers
- 2) Maintain all Club Sport records, including participation statistics for all meetings, practices, and competitions
- 3) Recruit new members and ensure adequate numbers are available for competitions
- 5) Maintain and inventory all equipment for the club
- 6) Prepare and submit the annual budget and all other records required by the Club Sports Oversight Committee or A-State Jonesboro
- 7) File member personal injury and property damage releases and provide proof of health insurance with the Club Sports Coordinator
- 8) Provide the Club Sports Coordinator a team roster each semester and update as needed

- 9) Inform club members about guidelines, procedures, expectations, emergency procedures and all regulations that must be followed
- 10) Submit any forms, including travel, that may be required by A-State

RISK MANAGEMENT

Proof of Health Insurance

All club members **MUST** provide proof of current and valid health insurance, or they will be ineligible to participate in practices and competitions.

Liability Waiver (Signed)

All club members **MUST** sign a liability waiver to be eligible to practice and compete in competitions.

Athletic Trainer

Campus Recreation may provide, as available, a third-party Athletic Trainer for Club Sport participants upon request, and as needed for home games. Games will be evaluated by risk of injury should there be scheduling conflict.

First Aid Kits

The Campus Recreation staff member coordinating Club Sports will provide each Club Sports team with a general first aid kit. The club is required to have the kit at all games and practices. Teams may bring the kit to be restocked as needed in the Campus Recreation office. It is recommended that each team have two members designated as safety officers who are responsible for basic first aid and are CPR certified.

Background Checks

All non-A-State personnel associated with teams and/or clubs, are required to complete a background check. Teams must identify these individuals to the Club Sports Coordinator so that background checks can be conducted. The university will cover costs associated with the background check.

Accident / Incident/Injury Reports

All incidents, accidents and injuries associated with any club event, practice, or competition must be reported to the Campus Recreation staff member coordinating Club Sports within 24 hours. An official report must be filed and failure to do so may result in disciplinary action for the club.

Emergency Protocols

Emergency incidents associated with any club event, practice, or competition must be reported to the Club Sports Coordinator immediately, if possible, and no later than the next day. Emergency incidents include but are not limited to police citations or arrests, vehicle accidents, physical violence between teams, and hospitalization of team member due to injury or non-injury while on campus or traveling.

FINANCES

Annual Budget Request

Operating expenses for Club Sport teams come from a variety of sources. The majority of the funds necessary for the club to function are expected to come from dues, fundraising, and donations. A-State has very limited resources available to support Club Sports.

Approved Club Sports teams will file formal requests for university funds to the Club Sports Coordinator, no later than the stated application deadline (listed in the registration and approval section) each year for funding for the next academic year. The budget request must be specific and submitted in line-item format. The budget request must be accompanied by a yearend report outlining team accomplishments, an accounting of club finances, and an inventory of club equipment. The Club Sports Oversight Committee may need to meet with the officers of the club to discuss the information provided in the budget request.

Available funds will be allocated based on the following criteria:

- 1) Proven record of competition
- 2) Number of students involved in the club
- 3) Compliance of rules and guidelines
- 4) Demonstrated needs
- 5) Proof of a self-generated minimum of 25% of requested budget for Developing Club Sport

University Accounts

Club Sport teams will have a designated university account to manage funds generated on behalf of the organization. These funds are reserved exclusively for the benefit and

operation of that specific Club Sport and may only be used for expenses that comply with university policies and Campus Recreation procedures. Expenditures from the account must be approved by Campus Recreation in accordance with university financial policies and the Club Sport's approved budget. All checks should be made payable to Arkansas State University and submitted to the Club Sport Coordinator.

Processing of Payments / Expenses

Annual allocations to clubs from the Club Sport Oversight Committee will be deposited into the organization account in August of each year. All expenditures from the account must be submitted to the Club Sport Coordinator and supported by appropriate documentation. Payment requests are subject to review and approval by Campus Recreation and must comply with university purchasing and financial policies. No funds will be disbursed without the required approvals and documentation.

Fundraising, Dues, Donation

Each Developing Club Sport must generate a minimum of 25% of its proposed budget. These funds may be generated through fundraisers, dues, or donations. Fundraisers must follow the Registered Student Organization guidelines.

A-State Foundation Accounts

Active Clubs may open an account within the A-State Foundation for receipt of donations. The Foundation can provide potential donors a tax-deductible receipt on behalf of the club.

Equipment Purchases

All equipment purchases with University/Club Account funds will become the property of Arkansas State University. This equipment will be stored by the Campus Recreation Department during off-season periods for the club sport. The Department of Campus Recreation will maintain some common use equipment and will make these items available for Club Sports teams to check out. The Campus Recreation staff member coordinating Club Sports will provide a list of these items to each Club Sport group annually.

TRAVEL GUIDELINES

Authorizations

All Club Sport teams will be required to complete a Travel Authorization Form for every club sponsored trip outside of Jonesboro. These forms must be completed and submitted to Campus Recreation ten (10) business days prior to departure.

Vehicle Reservations

Club Sports requesting the use of a rental vehicle must submit the Vehicle Requisition Form to Travel. No alcohol is allowed in any vehicle transporting members to and from games, tournaments, or contests. Any student under the age of 18 must have written parental consent to travel.

Hotel Reservations

Hotel reservations can be made through the Campus Recreation Office using a Department credit card to pay for rooms for the club team members. All charges will be attached to the club's University account. Funds will be checked prior to reservations to ensure that club can cover the cost.

Group Meals

The Club's University account funds may not be used to pay for club members meals during an authorized trip for competition. Team members will be responsible for funding their own meal expenses. Funds from the club's A-State Foundation account may be used for group meals.

FACILITY USAGE

Reservations of Facilities

All facility reservations must be made through the Executive Director or Associate Director of Campus Recreation & Wellness. For fall, spring, and summer terms all requests for fields, Red W.O.L.F. Center spaces, or the Student Activities Center (SAC) must be made with these staff members one week prior to the reservation.

Field & Facility Maintenance

A-State will maintain the grass and resolve any major issues with the fields and facilities used for Club Sport competition. Routine set up for games and any infield grooming will

be the responsibility of the Club Sports team. Club Sport teams are required to pick up trash from team benches and spectator areas after practices and games.

Closure of Fields

The Campus Recreation staff member coordinating Club Sports has the responsibility to determine whether or not the fields and facilities are open for practice and games. The decision of this person is final. Failure to follow these directives will result in disciplinary action against the club.

DISCIPLINE

Club Sport individual members and clubs must meet all expectations contained in the A-State Student Handbook.

<http://www.astate.edu/a/student-conduct/student-standards/handbook-home.dot>

Prohibitions on use of drugs, alcohol, smoking, and hazing are contained in the Student Handbook. In addition, the club is responsible for all persons attending games and events who are also prohibited from using drugs, consuming alcohol, and smoking.

Performance Enhancing Drugs are prohibited for all students participating in Club Sports.

The use of obscene gestures, profanity, racist, sexist, or other disrespectful language is prohibited. Purposely insulting, disrespecting, or threatening any participant, official, staff, spectator, or others while participating will not be tolerated.

Violations of these provisions or unsportsmanlike contact at any club event, practice, or competition, may result in disciplinary actions against an individual or team by the Vice Chancellor of Student Affairs or designee.

Disciplinary action and appeals process for an individual player or a Club Sport will be imposed pursuant to the A-State Student Handbook.

Disciplinary action for a club may include, but is not limited to:

- 1) Probation of the club with specific requirements for reinstatement
- 2) Suspension of the club with specific requirements for reinstatement
- 3) Dissolution of the club with specific requirements for reinstatement
- 4) Loss of travel privileges
- 5) Loss of recreation facility use privileges
- 6) Revocation of funding
- 7) Other discipline commensurate with the violation(s)

TRAININGS

Club Sport teams must attend the following trainings to receive university funds:

- 1) Club Officer Orientation (Mandatory) – must be attended by all Club Officers, Officers will meet with the Club Sports Coordinator to review the Club Sports Handbook and set expectations of the Club. Clubs will not receive their funding until this meeting is concluded
- 2) Title IX Training (Mandatory) – must be attended by at least 70% of Club Sport roster, date TBD
- 3) Action Fund Presentation (Optional) – must be attended by Club Sport President, Vice President, and Officer (if applicable), date TBD

SOCIAL MEDIA RESPONSIBILITY

All social media related to Club Sports at A-State must be approved by the University and follow protocol for university social media. This includes granting administrator privileges for the University Communications Department.

USE OF UNIVERSITY NAME AND LOGOS

The Campus Recreation staff member coordinating Club Sports will maintain all approved A-State logos. These logos will be available for Club Sport use and meet all licensing requirements set forth by University Communications. Any items or uniforms with the A-State name or logo must be submitted to the Campus Recreation staff member responsible for Club Sports for approval prior to being used.