

# CSU Sport Clubs Model



# Agenda

- Background
- Sport Clubs Model
- General Approach to developing Model
- ‘Travel’ + ‘Operating Structure’ focus
- Project Timelines

# Role of CSURMA

- A major CSURMA concern: Student Travel
- ‘Online Risk Assessment’ project focused attention on travel by Sport Clubs
- EO 969 (now 1006) also created concern on some campuses
- Recognition by CSURMA that Sport Clubs required special attention – particularly in the area of Travel.

# Concept of a Sport Clubs Model

- Agreement on the need for a 'Framework' for effectively managing Sport Clubs.
- Ian McGregor presented idea of adapting a 'Sport Clubs Model' specifically for the CSU system, based on one he'd previously developed.
- CSURMA decided to pursue the development of a Sport Clubs Model for the CSU system.

# Formation of a Sport Clubs Committee

- Meeting in Aug '07 at the Chancellors Office
- Sport Clubs Committee formed
  - ◆ Committee composition & rationale
  - ◆ Committee Members
- The need for an 'Executive Committee'

# Sport Clubs Committee

## Mandate

- Create a Sport Clubs Model implementable at all CSU schools – small and large.
- Develop a Model that is simple, doable and should not add significantly to current workload of Sport Clubs professionals.
- Develop a Model based on agreed-upon ‘minimum requirements’.
- Model should be sensitive to financial constraints on campuses.

# Sport Clubs Committee Challenges

- Large system: 23 schools
- Institutional Autonomy within CSU schools
- Sport Clubs structured differently on campuses (sometimes no Campus Recreation 'department')
- History of Sport Clubs:
  - ◆ Great deal of autonomy in Sport Clubs operations
  - ◆ Small # of Sport Clubs staff to manage programs

# General Approach

- Develop a Framework to Manage Sport Clubs which
  - ◆ respects institutional autonomy
  - ◆ recognizes the value of Sport Clubs
  - ◆ recognizes the potential for student learning and development
- ◆ promotes safe practices

# General Approach

Framework also needs to create a structure for the effective management of Sport Clubs by incorporating:

- ◆ Minimum Requirements
- ◆ Good Practices

# Minimum Requirements

## Minimum Requirements

- Reflect what the Committee believes are the ‘bottom line’ policies & procedures needed to effectively and safely manage Sport Clubs.
- These minimum requirements may be implemented differently on campuses – but they must be implemented regardless!

# Committee Work

- ◆ Research other schools
- ◆ 3 internal surveys
- ◆ Role of Technology
  - Recognition that this plays a significant role
  - SJSU Program

# CSU Sport Clubs

*DRAFT*

## **OPERATING STRUCTURE PROCEDURES**

# Operating Structure Policies

## 3 Key Areas:

- ◆ Recognition & Renewal Process
- ◆ Member Registration & Annual Submission Requirements
- ◆ Management of Sport Clubs

# CSU Sport Clubs

*DRAFT*

## TRAVEL PROCEDURES

# Travel Policies

## Definitions

- **University Trip**
  - Relates to travel portion only
- **University Activity**
  - Relates to an activity approved by university
- **University Business**
  - Travel plus activity

# Where does the Trip start?

## Two Scenarios

- **University Sponsored Travel**
  - Travel portion and Activity portion
- **Non-University Sponsored Travel**
  - Travel portion and Activity portion

# Travel Policies

## Four Key Areas:

1. Trip Administrator
2. Trip Leader
3. Trip Approval
4. General Travel Policies

# #1: Trip Administrator

- **Person representing the University**
  - ♦ Can be State or Auxiliary employee
  - ♦ Stays on campus
- **Has overall responsibility for Sport Clubs travel**

# Trip Administrator

## Major Responsibilities:

- ◆ Approves Trip (including the activity)
- ◆ Approves Trip Leader(s)
- ◆ Approves Drivers (process will vary on each campus)
- ◆ Approves Vehicles (process will vary on each campus)

# #2: Trip Leader

- **Person representing the Sport Club**
  - ◆ Normally a student
  - ◆ Travels with the Club
- **Has specific responsibilities during trip**

# Trip Leader

## Major Responsibilities:

- ◆ Pre-Trip
- ◆ During Trip
- ◆ Post Trip

# Job Descriptions

## **Trip Administrator & Trip Leader:**

- **Detailed Job Descriptions appear in**

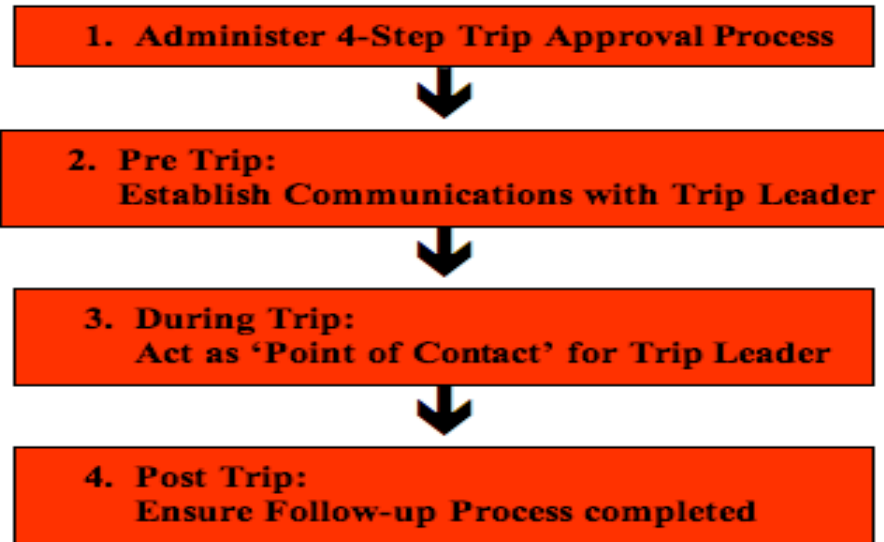
**‘Travel Procedures Manual’**

# Travel

## Minimum Requirements:

### Trip Administrator & Trip Leader

## Minimum Requirements: Trip Administrator



	Forms/ Key Documents	Good Practices
1. Overall Trip Approval	See 'Trip Administrator Responsibilities' (Section 5: p.13) See '4-Step Trip Approval Process' (p.7)	
2. Pre Trip	Trip Leader Responsibilities (p.14) Trip Leader Agreement (p.16) Trip Kit (p.18)	a) Meet with TL's b) Pre-trip 'Trip Leader Meetings'
3. During Trip	Emergency Phone Tree (p.27)	
4. Post Trip	Forms 268, 270, 274 (p.26)	

## Minimum Requirements: Trip Leader

1. Complete Steps 2-4 of Trip Approval Process
  - Sign Trip Leader Agreement
  - Obtain 1<sup>st</sup> Aid/ CPR certification



2. Pre-Trip:
  - Communicate with Trip Administrator
  - Complete Vehicle Inspection Checklist
  - Submit final roster to TA before departure



3. During Trip:
  - Enforce Travel Policies
  - In emergency, contact Trip Administrator



4. Post Trip:
  - Contact TA upon return
  - Complete required forms

	Forms/ Key Documents	Good Practices
Trip Approval	See 'Trip Leader Responsibilities' (Section 5 p.14) See Steps 2-4 of Trip Approval Process Trip Leader Agreement (p.16)	
1. Pre Trip	Trip Kit (p.18)	Trip Leader Meeting (p.17)
2. During Trip	See 'Sport Clubs Travel Policies' (p.29) Emergency Phone Tree (p.27)	a) For multiple vehicles, delegate resp's to drivers b) Ensure cell phone in each vehicle c) Carry credit card
3. Post Trip	Forms 268, 270 (p.26)	

# Travel

**Minimum Requirements:**

**4-Step Trip Approval Process**

# 4-Step Trip Approval Process

## Key Elements:

1. Trip Leader Approval
2. Driver Approval
3. Vehicle Approval
4. Trip Approval

## Step 1: Establish Trip Leader



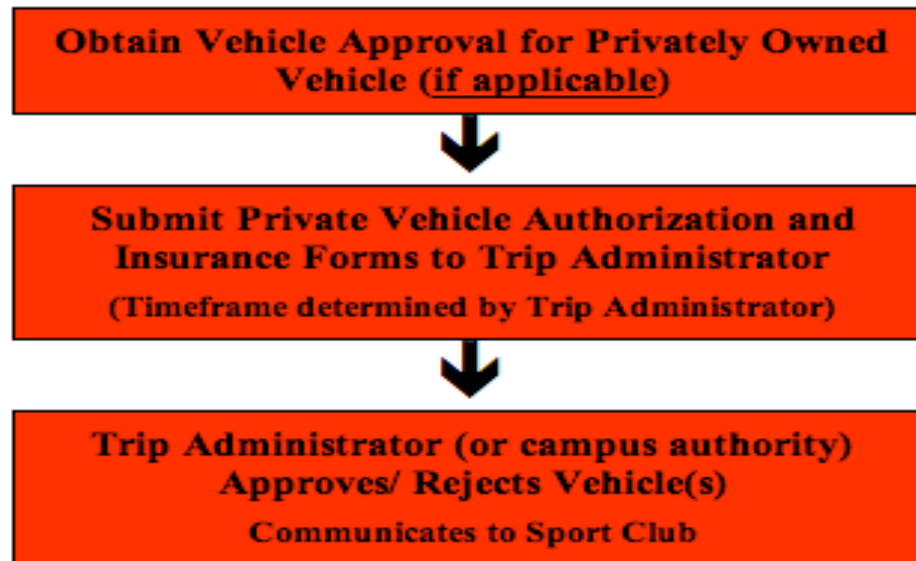
	Forms
Sport Club identifies all possible Trip Leaders	<ol style="list-style-type: none"><li>1. Sport Club/ Sport Club member Registration Form (online or hard copy Form). (See Operating Structure Manual)</li><li>2. University Volunteer Form (p.23)</li></ol>

## Step 2: Establish Driver(s)



	<b>Forms</b>
<b>Driver Application/ Declaration University Volunteer Form</b>	<b>Driver Application/ Declaration Form (p.22) University Volunteer Form (p.23)</b>
<b>Supporting Documents</b>	<b>1. Copy of Driver's License 2. Defensive Driver Certification or Campus Training Record</b>

### Step 3: Get Vehicle Approval



	Forms
Private Vehicle Approval Forms	<ol style="list-style-type: none"><li>1. 'Authorization to use Privately Owned Vehicle on State Business' (p.24)</li><li>2. 'Proof of Insurance' card</li></ol>

## Step 4: Get Trip Approval



	Forms
Trip Request/ Approval Form	Trip Request/ Approval Form (online or hard copy) (p.25)

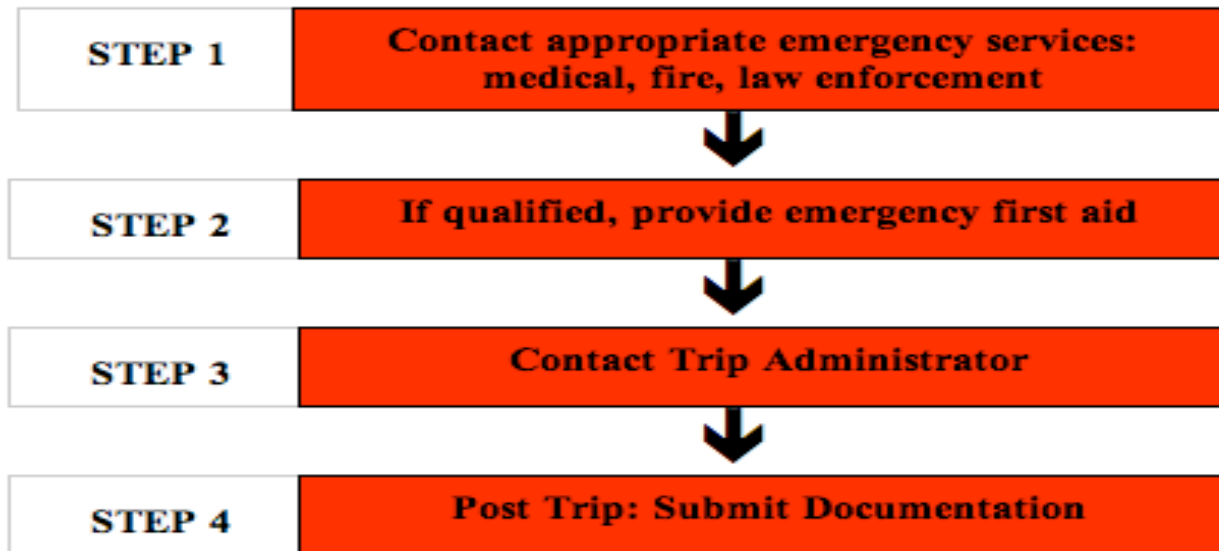
# Travel

**Minimum Requirements:**

**Emergency Procedures**

**General Travel Policies**

## Trip Leader Responsibilities



		<b>Information/ Forms</b>
<b>STEP 1</b>	<b>Contact appropriate emergency services: medical, fire, law enforcement</b>	<b>Dial 911</b>
<b>STEP 2</b>	<b>Provide emergency 1<sup>st</sup> Aid if qualified</b>	
<b>STEP 3</b>	<b>Contact Trip Administrator</b>	<b>Emergency Phone Tree (p.27)</b>
<b>STEP 4</b>	<b>Post Trip: Submit Documentation</b>	1. <b>Incident/ Accident Report (not involving vehicle)</b> <b>(Form 268) (p.26)</b>  2. <b>Report of Vehicle Accident</b> <b>(Form 270) (p.26)</b>

# #4: General Travel Policies

## **Describes important travel policies:**

- ◆ **Driver requirements (e.g. class of license)**
- ◆ **Total driving distance per trip**
- ◆ **Use of seat belts**
- ◆ **Etc.**

# Implementation Phase: Timelines

**Review & Implementation: Nov. '08 – Aug. '09**

Spring/ Summer '09:

- Software Implementation

- Working with campuses

- Identifying Good Practices

- Working out the Kinks

- Fine tune Policies and Procedures

**Final Implementation: September '09**

# Next Steps

- **Agreeing on Tasks & Timelines**
  - ✓ Identifying what needs doing back at the ranch
  - ✓ Determining where we can help
  - ✓ Establishing realistic timelines
  - ✓ Committing to Action

# Next Steps

## Some suggestions

- **Initiate meetings with:**
  - ✓ **Campus Risk Manager**
  - ✓ **Student Affairs/ Auxiliary**
  - ✓ **Teckie re. SJSU Online Registration system**
- **Identify challenges/ issues e.g. budget**
- **Develop communication strategy**
  - ✓ **Meet with: Sport Clubs Council?**  
**Key Sport Clubs Presidents?**

# 3 Key Issues

- **Driver Approval**
- **Personal Vehicle Approval**
- **Defensive Driver Training**

# Next Steps

**Driver Authorization/ Personal Vehicle approval**

**Who does this on your campus?**

**Delegate to Sport Clubs Administrator?**

# Next Steps

- **Driver Training**

**how is this done on your campus?**

**WE NEED YOUR HELP!**