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.
• 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

- 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
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

1. Administer 4-Step Trip Approval Process

2. Pre Trip: Establish Communications with Trip Leader

3. During Trip: Act as ‘Point of Contact’ for Trip Leader

4. Post Trip: Ensure Follow-up Process completed

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

1. Complete Steps 2-4 of Trip Approval Process  
   - Sign Trip Leader Agreement  
   - Obtain 1st 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

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<tr>
<td><strong>Trip Approval</strong></td>
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</table>
| 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 Leader Meeting (p.17)** |
| Trip Kit (p.18)       |                |
| **2. During Trip**    | **a)** For multiple vehicles, delegate resp’s to drivers  
**b)** Ensure cell phone in each vehicle  
**c)** Carry credit card |
| See ‘Sport Clubs Travel Policies’ (p.29)  
Emergency Phone Tree (p.27) |                |
| **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

- Sport Club identifies all possible Trip Leaders (during Sport Clubs Registration Process)
- Sport Club submits University Volunteer Form for each TL to Trip Administrator
- Trip Administrator Approves/ Rejects Trip Leaders Communicates to Sport Club
- Trip Administrator meets with/ trains Trip Leaders

<table>
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| Sport Club identifies all possible Trip Leaders | 1. Sport Club/ Sport Club member Registration Form (online or hard copy Form). (See Operating Structure Manual)  
2. University Volunteer Form (p.23) |
Step 2: Establish Driver(s)

Driver Completes the Application/Declaration Form and University Volunteer Form

Driver(s) Submit all (hard copy) Forms to Trip Administrator (Timeframe determined by Trip Administrator)

Trip Administrator (or campus authority) Approves/Rejects Driver(s) Communicates to Sport Club

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<tr>
<td>Driver Application/Declaration Form (p.22) University Volunteer Form (p.23)</td>
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<tr>
<td>Supporting Documents</td>
</tr>
<tr>
<td>1. Copy of Driver’s License</td>
</tr>
<tr>
<td>2. Defensive Driver Certification or Campus Training Record</td>
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</table>
Step 3: Get Vehicle Approval

1. Obtain Vehicle Approval for Privately Owned Vehicle (if applicable)

2. Submit Private Vehicle Authorization and Insurance Forms to Trip Administrator (Timeframe determined by Trip Administrator)

3. Trip Administrator (or campus authority) Approves/Rejects Vehicle(s)
   Communicates to Sport Club

Forms

<table>
<thead>
<tr>
<th>Private Vehicle Approval Forms</th>
<th>1. ‘Authorization to use Privately Owned Vehicle on State Business’ (p.24)</th>
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<tbody>
<tr>
<td></td>
<td>2. ‘Proof of Insurance’ card</td>
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Step 4: Get Trip Approval

Complete Trip Request/ Approval Form

Submit to Trip Administrator
(online or hard copy)
(Timeframe determined by Trip Administrator)

Trip Administrator Approves/ Rejects Trip(s)
Communicates to Sport Club

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Travel

Minimum Requirements:

Emergency Procedures

General Travel Policies
Trip Leader Responsibilities

**STEP 1**  Contact appropriate emergency services: medical, fire, law enforcement

**STEP 2**  If qualified, provide emergency first aid

**STEP 3**  Contact Trip Administrator

**STEP 4**  Post Trip: Submit Documentation

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#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!