



HLC Accreditation 2016-2017

Evidence Document

Student Affairs

Campus Recreation

Sport Club Handbook 2014-2015

Additional information: Visit the Campus Recreation's Sport Club website for additional information and access to the electronic copy of the Sport Club Manual: <http://webs.wichita.edu/?u=sportclub&p=/index> (accessed September 1, 2015)



2014-2015

Sport Club Handbook

Introduction

The sport club program at Wichita State University (WSU) is designed to serve the sport interests of students and is student oriented in every respect. The individual clubs are for the students and organized by the students under the supervision of the Campus Recreation Department and the Division of Campus Life.

A sport club develops when several students express a desire to participate in a particular sport activity. Each club has officers, keeps records, holds regular meetings and practices and may charge dues, receive funding through Student Government, have sponsors and special events.

The following statements shall define sport clubs and their philosophy:

- Sport clubs are voluntary in nature and consist of three types: instructional, competitive, and recreational.
- Sport clubs are non-profit in nature. The members must assume some of the financial responsibilities according to their interest.
- Sport clubs adhere to policies and regulations set by the Coordinator of Sports and Competition.
- Sport club members have a chance to exhibit their skills in competitive situations by traveling off campus or in practices hosted by the club.
- Sport clubs are not mandated to follow intercollegiate athletic guidelines. However, a club may choose to adhere to state, regional, or national governing bodies.
- No club may restrict its membership on the basis of race, sex, national origin, age or ability. Clubs may have a travel or competition team that every member is not a part of, but clubs cannot deny participation in the club.
- Emphasis is placed on student leadership, and experience has shown that the most successful clubs are the ones with outstanding student leaders. The club survives and thrives only by means of active student involvement and participation.

Philosophy

- The WSU Sport Clubs are student organizations of Wichita State University. Sport Clubs can be competitive (with an emphasis on competing against other college and university sport club programs), recreational, or instructional.
- The Coordinator of Sports and Competition is available on a daily basis for individual consultation and assistance with sport club planning, organizing, and coordinating activities. The Coordinator is the liaison between the University administration and the clubs.
- WSU Sport Clubs differ from varsity athletics in that they are not scholarship-based. They are responsible for their own administration, expenses, and management.
- WSU Sport Clubs differ from Intramural Sports in that they travel to other colleges and universities to compete, schedule practices, games, and tournaments.
- The size of the WSU Sport Club Program is dictated by student interest. New clubs are formed by interested students, while inactive clubs are allowed to dissolve. The most successful clubs are those with strong student leaders and active student involvement.

Sports and Competition Office and Contact information

The Sports and Competition Office is located in Room 119 of the Heskett Center. The office is open from 9:00 AM until 4:00 PM, Monday through Friday, and our telephone number is (316) 978-5284. The email for Sports and Competition is: cr.competition@wichita.edu

OMISSION

The Sports and Competition Department may at any time make amendments and/or exceptions to any of our policies for any reason. Such changes will be published immediately in this manual and posted online. Policy disputes must be appealed through the Sports and Competition Department. In any situation we reserve the right to use our best judgment to decide what is safe and in the best interest of the Wichita State University Sports and Competition Program and its participants.

Annual Registration

Recognition as a sport club is granted for one year only (July 1 to June 30). It is necessary for each organization to reapply for such recognition at the beginning of each fiscal year.

- Update their OrgSync page each year with contact information for its primary officers & advisors, updated roster and constitution. This should be duly updated if any changes are made.
- Send delegates to the Nuts & Bolts Renewal Conference each year in September.
- Maintain a minimum of eight members.
- Maintain a President who is currently enrolled as a student at Wichita State University in good standing definition.
- Must not discriminate in their operation, programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, marital status, political affiliation, status as a veteran, genetic information or disability
- Abide by all policies, rules and guidelines of Wichita State University, Campus Recreation, and federal, state and local laws.
- Clubs must have no outstanding debts to Wichita State University, or affiliated corporations.
- RSOs that use noncampus property (property owned or controlled by RSO) or use an off-campus facility on a regular basis for meetings and programs, which include houses, lodging and community space, must provide proof of insurance, certificate of building inspection and proof of fire inspection when registering as a student organization. It is the expectation of Wichita State University that noncampus property will be inspected by appropriate local/state inspectors on an annual basis to maintain quality conditions for utilizing the space. Documentation will be valid for one academic year: August -July.
- All students and student organizations must comply with Wichita State University policies, including STUDENT CODE OF CONDUCT, Section 8.05

Program Acceptance/Starting a Club

Organizations that are interested in becoming a Sports club must exist at Wichita State University (WSU) for two fiscal years and must apply to transition to a Sports Club through the following process:

Step 1: Inform the Coordinator of Sports and Competition of intent to become a Sports Club by October 1st of the (year prior to transition) previous year to transition.

Step 2: Submit transition plan proposal with updated log and history of; membership, travel, events/programs, trips/competitions, service and budget. Organizations interested in becoming Sports Clubs should note the tiered structure and expectations of Sports Clubs.

Step 3: Organizations will be scheduled for a presentation to the Campus Recreation Staff to define the transition by the last Monday of October. The decision will be based on the organization's ability to transition to an appropriate tier, sustainability and the availability of support resources. Campus Recreation reserves the right to deny an organization's request to become a Sports Club. Any student organization denied Sports Club status will return to their previous status.

Constitutional Requirements

A constitution is a document that describes the organization and how it operates. All attempts should be made to articulate all the variables which may affect the operation of the organization. It is the basic framework of an organization. It is used to provide an administrative structure for your club. Every club is required to have a constitution on file. Newly ratified constitutions must be submitted to the Coordinator or Graduate Assistant of Sports and Competition. Below is a list of both required components for Sport Club constitutions:

The name of the organization

Purpose statement – Your goals and programming should connect clearly to this purpose. This purpose statement will be used in publications advertising your organization.

Qualification of membership – what does it take to be a member of your RSO?

President must be a WSU Student currently enrolled in good standing.

Officer position and structure – how are your officer positions selected and organized?

Ratification date – when did you ratify your constitution?

Inclusion of WSU faculty or staff advisor information or mention that the Coordinator of Sports and Competition will be your advisor

Inclusion of this statement: “This Club and its members agree to adhere to the policies and procedures in the Wichita State University Sport Club Handbook along with city/state/national laws and University policies.”

How to remove a member, officer, coach/instructor or advisor from the organization.

Officer qualifications and duties.

How to amend the constitution.

Meetings of the organization, how often, how are they run?

Definition of a member and what requirements must be met (dues, practice/event attendance...)

Relationship to University

Sport Clubs may use the name of Wichita State University in their organization title. However, when using the University's name, sport clubs speak only for their club and do not officially represent the University or the Department of Campus Recreation.

Clubs do not have the ability to use the university name or any trademark on promotional items or apparel without first receiving the approval of the Coordinator of Sports and Competition. Any item(s) found in violation of this will be confiscated.

Code of Conduct

All Sport Club participants will agree to abide by the following Code of Conduct and are liable for any infractions:

The member, as a voluntary participant in a University-funded Sport Club, has the obligation to conduct themselves in a manner that will present a positive reflection upon the Sport Club and the University. This includes their actions on the area of play and off as well as during on campus or off campus activities. Any reported action that negatively reflects upon the Sport Club will be handled by the Coordinator of Sport Clubs and may be reported to the office of Student Conduct and Community Standards. All Sport Club members are required to abide by the WSU Student Code of Conduct. All coaches/volunteers are required to sign and follow the Standard of Conduct form.

Hazing

No club may engage in any form of physical or emotional hazing of members or prospective members. Any club or individual who is accused of hazing will be immediately reported to the Student Conduct and Community Standards Office.

Department of Campus Recreation Staff

The Coordinator of Sports and Competition is the primary contact person for Sport Clubs. He will assist in handling issues dealing with budgets, travel, club discipline, space reservation, etc. Any questions or concerns should be directed to this professional or the graduate assistant.

The Sports and Competition Graduate Assistant is a graduate student who helps the Coordinator manage clubs and can assist clubs in carrying out duties and obligations. The graduate assistant may be the primary contact for some clubs; however they can assist any club on matters when the Coordinator is unavailable.

The Associate Director of Campus Recreation supervises the Coordinator and should be contacted if an issue arises between the club and the coordinator. The Associate Director may also be contacted if the Coordinator and Graduate Assistant cannot be reached or if clubs would like to express a concern or complaint about the Coordinator of Sports and Competition.

The Director of Campus Recreation oversees all the previously mentioned staff and may be contacted if a club has an issue that cannot be resolved by first speaking to the Coordinator of Sports and Competition, followed by the Associate Director.

Services

The Campus Recreation Department will help clubs as much as possible. Access to the copy machine, bulletin board space, ability to reserve facilities and club recognition on the website and social media are only a few of the services that Campus Recreation will offer to assist with clubs. For more information as to services check with the Coordinator or Graduate Assistant of Sports and Competition.

Faculty/Staff Advisor

The faculty/staff advisor is a faculty or full time staff member chosen by club members.

The duties of the advisor are as follows:

- Be responsible for the guidance, leadership, and conduct of club members.
- Assist in the day- to- day operation of the club and serve as an intermediary in the managerial set-up of the club between the club representative and the Coordinator of Sport Clubs.
- Be available during the development of plans and programs for the club to provide expertise and mature judgment, and to help insure that activities and undertakings of the club are sound and favorably reflect on the university.
- Attend either or both the regular meetings or the executive meeting of the club. When the advisor cannot be present at a meeting, it is the clubs president's responsibility to meet with the advisor to discuss the minutes of the meeting.

Clubs have the option of naming the Coordinator of Sports and Competition the advisor of the club.

Coach/Instructor

It is considered to be the responsibility of each sport club to secure the services of a coach or instructor. All coaches/instructors selected by clubs must be approved by the Coordinator of Sports and Competition and must sign the **Coach/Instructor Agreement** before assuming duties. The office of Campus Recreation supports the philosophy that coaches/instructors should not be paid for their contributions to the sport clubs program. The coach/instructor's duties are restricted to coaching and must refrain from activities involved in the club's management. A club sport is first and foremost a student organization. The philosophy, and key, to the success of the Sport Club is the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. The student leaders, not the coach/instructor, must serve as the liaison between the club sport and the Assistant Director.

Clubs are limited to one primary coach/instructor and one secondary coach/instructor. Both coaches/instructors must sign the **Coach/Instructor Agreement** and be approved by the Coordinator of Sports and Competition. If a club wishes to bring in a guest coach/instructor for a set amount of time s/he must also be approved by the Coordinator of Sports and Competition in advance.

Coach/Instructor Removal

While engaging in the act of coaching or instructing of a sport club, all coaches and instructors are responsible for adhering to local, state and federal laws and all applicable policies, guidelines and procedures put in place by Wichita State University.

Campus Recreation staff, the Vice President for Campus Life & University Relations and the Dean of Students reserve the right to remove any coach or instructor at any time without cause or justification. It is the right and obligation of the WSU staff to protect the club and if, in the staffs' opinion the coach or instructor is not meeting the expectations deemed in the best interest of the club that individual may be removed. Please note that these sanctions apply to student and non-student coaches or instructors. Campus Recreation staff, the Vice President for Campus Life & University Relations and the Dean of Students reserve the right to suspend club privileges if a club or club officers do not comply with the removal.

Violations can include but are not limited to the following:

- Local, state, and federal laws
- Sport Clubs, Campus Recreation and Wichita State University policies, guidelines, or procedures
- Campus Recreation Facility policies
- Use of university property and programs for personal gain, i.e. revenue
- Inappropriate relations with other club members

Club Officers

Sport clubs are largely self-administered; the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club's success, but it is the president who is ultimately responsible for seeing that the club functions smoothly and properly.

The task of conducting the business of a sport club is too large for any one individual. A good president will learn to delegate some responsibilities to others. The effective delegation of tasks and responsibilities to other club officers/members accomplishes at least two things.

- It eliminates the possibility of having one person do all the work.
- It gives other members a sense of value to the club.

Each sport club is different; the most effective method of operation will not be the same for each club. The club constitutions will outline the general responsibilities of each officer as they pertain to the club. The club shall decide which tasks should be assigned to each officer and how many officers are needed for that club to function. Responsibilities that need to be covered include:

- Providing a liaison between the club and the sport clubs office.
- Operating the club in compliance with the content of this handbook.
- Informing the club members of the content of this handbook.
- Informing the next club officers of the routines and guidelines for club operation prior to the next officers' assumption of duties. This includes the transfer of the sport clubs handbook to the new officers and arranging a meeting between the new president and the Coordinator of Sports and Competition.
- Keeping the following information current in the sport club office:
 - Release forms for each club member
 - List of club officers and club advisor

- A copy of the club constitution
- Meeting financial obligations incurred as a club.
- Completing the Injury Report form for any injury that occurs during activity.
- Reporting the results of all club competitions no more than one day after competition.
- Furnishing copies of the club's schedule to the sport clubs Coordinator

The above list should not be considered a complete listing of the sport clubs officer's responsibilities.

Membership

Each sport club will determine its own membership rules, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or educationally unrelated handicaps. Clubs may have a designated competition team, but cannot deny club membership to any student on his/her skill level. All members of the club must have a current "Sports Club Release Form" on file in the Coordinator's office.

Club Officers/Members

The club officers should consist of:

- 1) President
 - a) Primary liaison between the club and Campus Recreation
 - b) Primary point of contact for the club
 - c) Oversee all other officer positions to make sure they are on task
 - d) Communicate practice and game/match schedule to Coordinator of Sports and Competition
- 2) Treasurer
 - a) Each club's treasurer should keep an accurate record of account balance(s) and check with the Coordinator of Sports and Competition occasionally to keep current financial records for the club. Clubs who are interested in knowing a current balance should first talk to their treasurer if their treasurer cannot provide a balance the officers should schedule a meeting with the Coordinator of Sports and Competition.
- 3) Safety Officer
 - a) Ensure at least one CPR/First Aid certified member is at every club event
 - b) Maintain CPR/First Aid certification
 - c) Be first responders at events
 - d) Bring first aid kit to each event
 - e) Complete and submit injury forms

Clubs may have additional positions such as secretary or equipment manager. Positions such as vice president or president elect can help make the officer transition smoother year to year. Each club's constitution should list the additional responsibilities of each officer and needs to include who acts as president if the president is not present or can no longer fulfill their duties.

Allocation

Allocation from the SGA:

The Sport Club Program receives money from the Student Government every year. The amount that is allocated is divided out to each club using a three tier system. Clubs fall into one of three categories: Competitive, Recreational, Instructional. Clubs qualify for these categories based on their activity and ability to follow policies in the previous fiscal year. Campus Recreation and the Coordinator of Sports and Competition reserve the right to move clubs into a different tier if they feel it is best for the program. The qualifications for each tier are as follows:

Tier 1: Instructional (up to \$500)

Fundraise at least 10% of organization budget
Complete 2 hours of community service for every member in the organization
Have less than 1 compliance violation
Consist of 25% new members
Minimum of 8 student members as defined by club's constitution
Have at least 3 members attend 2 events hosted by another club

Tier 2: Recreational (up to \$4,000)

Fundraise at least 15% of organization budget
Complete 3 hours of community service for every member in the organization
Have less than 2 compliance violations
Consist of 25% new members
Have a minimum of 12 student members as defined by club's constitution
Have at least 6 members attend 2 events hosted by another club
Compete as a club on at least 3 days between July 1 and June 30
Travel as a club for at least 1 competition
Host at least 1 competition

Tier 3: Competitive (\$4,001+)

Fundraise at least 20% of organization budget
Complete 5 hours of community service for every member in the organization
Host community service event
Have less than 3 compliance violations
Consist of 25% new members
Have a minimum of 18 student members as defined by club's constitution
At least 12 members attend 2 events hosted by another club
Compete as a club on at least 6 days between July 1 and June 30
Travel as a club for at least 3 competitions
Host at least 2 club competitions
Have an active presence on social media
Have competition uniforms
Be part of a national organization

Fundraising:

1) Fundraising Events/Activities

Clubs wanting to host a fundraising event or conduct an activity to raise money need to be prepared to put in a lot of work planning the event/activity. The first step in planning a fundraising event is filling out the **Event Planning Form** on OrgSync. All fundraisers must be approved by the Coordinator of Sports and Competition prior to the activity/event. Events will not be approved if the proper planning has not been conducted. Allocation money may not be used to support any fundraiser. Fundraising can include collect dues, gaining sponsorship money, selling shirts, car washes, bake sales, hosting camps, restaurant partnership nights, letter writing campaigns ext....

2) Dues

Clubs have the ability to charge each member dues. These dues must be collected and placed into either the club's allocated account or a service account. Before any dues can be collected the club's constitution must include the requirement and the required amount. Clubs may include stipulations such as only competing or traveling members need to pay dues, but that must be specifically outlined in the ratified constitution.

3) Sponsors

Clubs are encouraged to find sponsors for their team. Ask local or state businesses that are in the same expertise as your sport. Sponsorship must be approved by the Coordinator of Sports and Competition and cannot be tobacco or alcohol related. Clubs are not permitted to sign any long-term contracts with sponsors. The Coordinator of Sports and Competition reserves the right to deny any sponsor so it is best to meet with him prior to seeking out sponsors.

4) Grants

Any club seeking grant money needs to first speak with the Coordinator of Sports and Competition and then the Office of Research and Technology Transfer.

Community Service

Conducting community service together is a great way for club members to bond and give back. Every club has required community services hours which can be met by volunteering on campus or out in the community. All hours must be logged on a **Community Service Report** form. Clubs who plan to host a community service project must complete an **Event Registration Form**. Options for community service include Habitat for Humanity, The Humane Society, and Emerson Trips with Student Involvement. There are many more options and for addition assistance please set up a meeting with the Coordinator of Sports and Competition.

Violation of Policies

In order for clubs to stay in good standing with the university and with the Department of Campus Recreation they must comply with the policies in this handbook along with the RSO Manual. Violations such as turning in paperwork late, failure to report club happenings, missing a required meeting, failure to have a CPR/First Aid certified member at a practice or sportsmanship issues can result in one or multiple compliance violations. The Department of Campus Recreation staff will work with members of Student Involvement staff, the Dean of Students, the Vice President for Campus Life & University Relations and the Office of Student Conduct and Community Standards to administer a fair and proper punishment for violations. Any club in violation of policy will go through the following process and can be brought up for review. Any Sport Club found potentially in violation of a WSU policy will be referred directly to Student Conduct and Community Standards.

- Step 1:** Coordinator of Sports and Competition and/or his graduate assistant will notify the club of the alleged violation. At that time information and materials will be gathered on or about the violation.
- Step 2:** After gathering information an administrative meeting with the club will take place and the designated staff member(s) will work with the club to resolve the violation within a specific timeframe.
- Step 3:** If a club fails to meet the expectations set during the administrative meeting or wish to appeal the sanctions set they will be referred to a Student Organization Review Board.
- Step 4:** The Student Organization Review Board will conduct a review and render a decision.
- Step 5:** The decision of the Student Organization Review Board can be appealed to the Director of Campus Recreation. The decision of the Director will be final.
- Step 6:** If an organization fails to meet the expectations outlined by the Review Board, or if they violate any University policy, they will be referred to the Director of Student Conduct and Community Standards.

We reserve the right to suspend club activity during this process. Furthermore, clubs may be referred directly to a review board if the Coordinator of Sports and Competition or other Campus Recreation staff member deems it necessary.

Member Recruitment

It is important that clubs recruit new members so the club can continue to thrive year after year. Clubs have the opportunity to take part in events such as The Involvement Fair at the start of the fall semester and are

required to participate in Campus Recreation's Welcomefest Events held at the beginning of every semester. Clubs can also set up a recruitment table on campus to recruit. If you wish to table you must first complete an **Event Registration Form** on OrgSync.

Registered Events

Any event or activity hosted by a club should have an **Event Registration Form** filled out and submitted on OrgSync one week prior to the event. Events include: recruitment efforts, home games/matches, camps, fundraisers, community service events or any other event your club is hosting or sponsoring. Space cannot be reserved until the form is submitted. Only fundraisers and competitions count toward attending other club's events for the tier system requirements unless you receive special permission from the Coordinator of Sports and Competition.

Competitions

All competitions must be documented with either an **Event Registration Form** for home matches or a **Travel Request** for away competitions. Each day the **team** competes with a team outside of WSU will count toward tier system requirements. If a club chooses to send individuals to compete in a match or tournament it will not count toward the required days of competition unless special consideration is given by the Coordinator or Graduate Assistant of Sports and Competition

Travel

Sport Club travel regulations are designed to ensure the safety of all club members while traveling. Sport Clubs may travel to participate in events and tournaments anywhere they choose. The steps listed below must be complete before a club is eligible to travel.

1. **At least two weeks** prior to travel the club must submit a travel request.
2. **At least one week** prior to travel the Travel Roster must be turned in
3. **Day of** email brianm.smith@wichita.edu with final travel roster

Once you return to Wichita:

1. **Immediately** report results and that you are back by emailing brianm.smith@wichita.edu. If you rented a vehicle what time you returned it and confirm that you put enough gas in the tank.
2. **Three days or less after return** turn in all receipts

Failure to follow these steps will result in a minimum of compliance violations and could result in as much as club termination. Failure to turn in receipts within three days of returning to campus will result in not getting refunded.

Purchases

All purchases using club money must be approved by the Sports and Competition Coordinator **prior** to being made. Any equipment purchased by a club is property of WSU and belongs to the club not to any individual. All equipment must be inventoried every year. The only exception to this is if the club includes in their constitution that a portion of each member's dues go to a club item such as a tee shirt. In this case the cost of the item must be less than the amount each individual pays and the cost of the item is not included in the amount fundraised by the club. All purchases made must be approved by at least two club officers and a **Purchase Request Form** must be filled out on OrgSync.

Clubs CANNOT pay officials, organizations, or companies conducting a service for the club directly. Every person(s), organization, or company must fill out a **W-9 Form** and wait 2-3 weeks to be paid by the university. It is easiest for the club to print off **W-9 Form(s)**, have the person(s) complete the form, and then

have a club representative submit the form to the Coordinator of Sports and Competition. Any payment made in violation of this policy **WILL NOT** be reimbursed.

There are three ways to pay expenses:

CHECKS

It will take about 4 weeks for a check to arrive at the destination - so plan accordingly! Make sure to turn in your paperwork in advance. A lack of planning on your part does not require an emergency on our part.

CREDIT CARD

The Coordinator of Sports and Competition's university credit card can be used to pay for items online or over the phone. This must be done in the Coordinators office and cannot be used to purchase any items through Amazon.com or any other website that uses a third party vender such as PayPal to complete transactions. The card also has a limit and is used on a first come first served basis. If the limit has already been reached the card cannot be used until the next billing cycle.

MEMBER REIMBURSEMENT

Any purchase or expense that has been **preapproved** with the department can be reimbursed to the individual paying for the service. Original receipts must be returned to the Coordinator or Graduate Assistant of Sports and Competition no more than 3 business days after the purchase was made. All individuals being reimbursed must complete a **W-9 Form** and may have additional paperwork to complete before the university can reimburse the individual. If a request to fill out or sign additional paperwork is not met within 3 school days of receiving the request the club/club member will not be reimbursed. This process will usually have a check sent to the individual being reimbursed in 2-3 weeks.

Deposits

All deposits must be kept with the University. This includes member dues, funds raised through sales and solicitation, etc. **Clubs are NOT allowed to open private savings or checking accounts.** In order to make a deposit, either have the Coordinator of Sports or Competition or Campus Recreation Business Office worker complete the transaction on the register. A receipt will be printed for the Coordinator and one for the club. Deposits can only be made Monday—Friday 9:00am to 4:00pm. **Checks should be made out to your clubs name (i.e. WSU Wrestling, WSU Soccer, etc.).**

Insurance

Wichita State University does not carry insurance for clubs or club members. It is urged that each participant purchase their own insurance due to the inherent risks associated with sport clubs. It is also encouraged that each participant checks with their current policy to see if sport clubs are covered.

Alcohol and Drugs

As a sport club, you are representing Wichita State University and you are required to refrain from using alcohol or drugs at events on campus or during travel. Issues with alcohol or drugs will be dealt with by the Student Conduct and Community Standards. Suspensions up to and including termination of a club can be punishment for abuse of this policy.

Injuries

Injuries are a natural and inherent part of Sport Clubs. When one occurs a safety officer must complete an **Injury Report Form** and return it to the Coordinator of Sports and Competition the following day. Serious or major injuries need to be reported to the Coordinator as soon as possible. First Aid kits are available for safety officers to pick up and take to practice and or games.

Scheduling

Each club is responsible for making their own schedule. Once a schedule has been confirmed it needs to be approved by the Coordinator of Sport Clubs and facility space reserved. Help with scheduling contests will be available from the Coordinator or through the National Governing Body.