

Aggie Blades

Operations Manual



AGGIE
BLADES

TABLE OF CONTENTS

Section I: Organizational Framework

Mission Statement

Core Values

Contact Information

University Advisor

Advisor Meeting and Involvement

Officer Information

Executive Board

General Officers

Organization Operations

Policy References:

Section III: Behavioral Expectations

Defining An Organization Event

Behavioral Policies for Members and Officers

Social Media Guidelines (Organization Related)

Relationships Within the Organization

Alcohol and Other Drugs

Public Conduct Outside of Organization Activities

Reporting Mechanisms

Inside the Organization

University Reporting Protocols

Safety Protocols

Section IV: Event Management

Day-to-Day Operations

Meeting Schedule

Meeting Protocol

Membership Requirements and Expectations

Special Events

Emergency Management Plan

Communication Plans:

Event Cancellation Protocol

Injury Protocol

Member Emergency Contact Information

Travel-Related Guidelines

Document Retention Policies

Waiver Templates

Section V: Provisions for Revising Operations Manual

Editing Power

Annual Audit

Storage

Section I: Organizational Framework

Mission Statement

Aggie Blades aims to train students in the sport of axe and knife throwing to expand the current community into Texas A&M University. Our goal is to engage more people in this rising sport while creating a new outlet for students.

Core Values

Respect

We expect everyone in our organization to always show and be shown respect. It is imperative to uphold common courtesy and ensure the security and peace of mind of those within our organization.

Community

We aim to offer a trusted space for students to learn new skills, improve abilities, create new relationships, and escape from issues outside the organization regardless of their background. The community we build is intended to improve the lives of our members and be a prime example for others to follow.

Engagement

We strive for our members to enjoy time spent with the organization. We hope to also create a network with other organizations to mutually benefit from shared events.

Wisdom

It is important to us to not only teach our members the sport of axe throwing, but also to help each other grow into better people. We must instill safe practices while maintaining an enjoyable atmosphere.

Section II: Governance

Contact Information

Aggie Blades

Email: aggieblades@gmail.com

University Advisor

Mr. Josh Edwards

Email: jedwa@tamu.edu

Office Location: ILSQ

Advisor Meeting and Involvement

- President: The President will have contact with the Advisor as needed.
- Executive Board/Officers: Advisor will attend officer meetings and private Executive Board meetings as needed.
- Organization: Advisor will attend at least one organization meeting a semester.
- If the Advisor is unable to attend organization meetings the officers will send the Advisor a written report.
- The Advisor will be active in reviewing the organization's safety and risk management practices to ensure nothing is overlooked or missed.

Officer Information

Executive Board

President:

The President shall preside over all regular and executive meetings, coordinate group activities and communicate with the officers and Advisor on all matters. He/she shall appoint another Executive Board member to preside over meetings in his/her absence. The minimum requirements for the President are as follows:

- Maintain and update the Aggie Blades website (aggieblades.com)
- Respond to all member sign-ups and event requests from the Aggie Blades website
- Coordinate with The Cut for scheduling, payment, and league creation/management
- Manage and update the Aggie Blades Google calendar and Flare Calendars
- Handle any reports/concerns with the necessary parties as outlined in the Constitution
- Coordinate with the Advisor
- Manage the Aggie Blades member roster and league rosters
- Order/make member shirts each semester
- Approve/reject event requests and budget requests
- Coordinate with the Treasurer to collect dues and deposit all cash into SOFC account
- Coordinate with the Treasurer to create/update a semesterly budget
- Coordinate with the Treasurer to maintain updated financial account records
- Respond to emails sent to the organization email (aggieblades@gmail.com)
- Maintain proper SOFC training and monitor SOFC Recognition Status
- Organize the Semi-Formal and Awards Banquet each semester
- Organize/run all major Aggie Blades events
- Assist other offices as needed

Any duties not listed under another officer falls to the President and can be delegated at the President's discretion.

Treasurer:

The Treasurer shall collect dues, pay bills, and oversee other monetary transactions including fundraising and social activities, as well as prepare and maintain a semesterly budget. The minimum requirements for the Treasurer are as follows:

- Maintain SOFC Training
- Review budget requests before sending them to the President
- Coordinate with the President to collect dues and deposit all cash into SOFC account
- Coordinate with the President to create/update a semesterly budget
- Coordinate with the President to maintain updated financial account records
- Assist with organizing/running all major Aggie Blades events

Secretary:

The Secretary shall be responsible for managing and updating records in the Aggie Blades google drive, managing waiver records, and monitoring safety at events. The minimum requirements for the Secretary are as follows:

- Update score tracking sheet weekly
- Have all members sign a safety waiver each semester and store them in the Aggie Blades google drive
- Update membership records each semester from their current safety waiver
- Review event requests before sending them to the President
- Monitor safety and mitigate risks at events
- Take notes during officer meetings and executive board meetings
- Assist with organizing/running all major Aggie Blades events

General Officers

Fundraising Officer:

The Fundraising officer shall be responsible for all fundraising activities and coordinating with other officers/members to ensure successful fundraising. The minimum requirements for the Fundraising officer are as follows:

- Brainstorm potential fundraising opportunities
- Organize at least 2 fundraising events each semester
- Coordinate with the Social Officer to organize fundraising events
- Coordinate with members to reach out to people/businesses for donations
- Assist with organizing/running all major Aggie Blades events

Media Officer:

The Media officer shall be responsible for taking pictures/videos at all events and managing the Aggie Blades social media accounts. The minimum requirements for the Media officer are as follows:

- Post to Aggie Blades social media accounts at least once per week during the semester
- Take photos/videos and/or have members take photos/videos at all leagues and events
- Respond to DMs on all social media
- Create birthday posts for members' birthdays
- Create graphics/artwork for Aggie Blades' events
- Assist with organizing/running all major Aggie Blades events

Recruitment Officer:

The Recruitment officer shall be responsible for planning and coordinating recruitment events/efforts. The minimum requirements for the Recruitment officer are as follows:

- Organize recruitment events
- Plan bannering and on-campus advertising
- Apply for and organize a table at the MSC Open House
- Coordinate with members to recruit new members
- Assist with organizing/running all major events Aggie Blades hosts or is a part of

Social Officer:

The Social officer shall be responsible for organizing events and outreach to other student organizations/students for events. The minimum requirements for the Social officer are as follows:

- Coordinate with other officers to organize/run events
- Contact other student organizations for partnered events
- Reach out to other student organizations for events at The Cut
- Assist with organizing/running all major events Aggie Blades hosts or is a part of

Organization Operations

Officer Transition Plans and Protocols:

Officer elections will be held during April (spring semester) and November (fall semester) each year. The incoming officers will be appointed and introduced to the members in their official role before the last event of the respective semester. Each officer will prepare their google folder on the shared drive and ensure all information is up to date and correct before passing it on. These materials will be passed to their respective successors by the end of April or the end of November. After the results of the election are finalized, the new officers will shadow their respective former officers to learn the roles and ask any questions they may have.

Voting for Officers:

Each semester at the time of officer selection during a general meeting the members will take a vote on google forms for each available officer position (President, Treasurer, Secretary, Fundraising, Media, Recruitment, and Social). The Executive Board will review the votes cast and determine who had the most votes and wins the position. The officer applicant with the most votes for each position will be the newly elected officer. If there is a tie, then the Executive Board will take a vote to break the tie. Should a candidate win both positions they are running for, they will choose which role to fill, and the other position will fall to the person with the next highest vote.

Removal of Officers:

Any officer having three unexcused absences a semester or who is not acting in the best interests of the club shall be removed from their position. A committee consisting of all officers except the one in question shall meet and a 2/3 vote must be obtained in order to remove the individual from their leadership position. The officer will be given a notice and a meeting with said officer, the President, and the Advisor will be set to give the officer a chance to give his or her perspective on the matter.

Removal of Members:

Any member who is not acting in the best interests of the club shall be removed from the organization. A committee consisting of all officers shall meet and a 2/3 vote must be obtained in order to remove the individual. The member will be given a notice and a meeting with said member, the President, and the Advisor will be set to give the member a chance to give his or her perspective on the matter.

Policy References:

[Student Organization Manual](#)

TAMU Student Rules:

- [Student Rule 41](#) - Student Organizations
- [Student Rule 42](#) - Activities of University-Recognized Student Organizations
- [Appendix VI](#) - Hazing
- [Appendix VIII](#) - Texas A&M University Alcohol Rules That Apply to Student Organizations, and Others
- [Appendix XI](#) - Texas A&M Rules on Freedom of Expression
- [University Rule 13.04.99.M1](#) - Student Travel Rule

Section III: Behavioral Expectations

Defining An Organization Event

Aggie Blades recognizes per page 15 of the [Texas A&M University Student Organization Manual](#), any event or activity that could potentially be perceived as associated with our organization could be considered an organization event, under Texas A&M University Student Rules and local/state/federal law. Because of this we must consider how we communicate and advertise our events and activities and pay in-depth attention to following any relevant laws or policies.

If two or more organization members are gathered together and any of the following criteria are met, it will be considered an organization event/activity:

- The gathering has been discussed via any organization means of communication (ex: text group chats, GroupMe, social media, Slack, etc.)
- The purpose of the event relates to the mission of Aggie Blades
- Aggie Blades funds are being used to facilitate part or all of the event
- An officer was involved in the planning of the event and the activity directly correlates to their position and responsibilities (ex: the social officer planning a group activity that does not have people outside of Aggie Blades there)
- Any members that are wearing Aggie Blades apparel
- The activity is perceived as an Aggie Blades official event or activity by members or those outside of the organization

Behavioral Policies for Members and Officers

Aggie Blades members and officers are expected to adhere to the following behavioral policies:

- All members and officers shall display actions that reflect the organization in a positive light as well as represents the organization's core values. Members and officers are subject to removal if they are unable to maintain this.
- All members and officers should be engaged in the general meetings and their committee meetings.
- Members and officers are expected to be respectful and accepting towards each other despite any differing opinions or problems that may arise.
- When traveling all members and officers should show respect and kindness towards the venue hosting the event.
- During events, all members and officers should show respect and kindness towards each other as well as the venue hosting the event.
- During events, all members and officers will follow the rules that are put in place by the venue hosting the specific event.

Social Media Guidelines (Organization Related)

Members and officers are expected to uphold the Aggie Blades reputation and core values on their social media. It is also expected that members and officers shall not post alcoholic beverages on their social media if they are underage. Members and officers shall also not post any drug related content onto their social media. Members and officers shall also promote safe practices around axe throwing and shall not post any unsafe content onto their personal social media.

Relationships Within the Organization

Any relationships that occur must be handled in a professional manner so as to not interfere with the operations of the organization. It is requested and recommended that it is disclosed to the Advisor as well as the Executive Board early on in the relationship to prevent biases as best as possible.

Alcohol and Other Drugs

Alcohol will be allowed and served at some events. Any event with alcohol will be private and held at an establishment with a TABC licensed bartender and will follow the Third Party Vendor Guidelines in [Texas A&M's Common Events Guide](#) Section V: Events with Alcohol. A valid ID must be presented to the bartender, and it is the bartender's discretion whether to serve or decline service. If anyone is overserved, overly intoxicated, or presents the bartender with a fake ID, by the discretion of the Executive Board, or anyone employed at the bar or establishment, they will immediately be sent home from the event (via a safe ride option) and subject to organizational conduct proceedings.

Any alcohol and drug usage not compliant with university, city, state, or federal law, including but not limited to illegal substances, underage consumption, and driving under the influence is strictly prohibited.

Public Conduct Outside of Organization Activities

All members of Aggie Blades should represent the organization's core values in their public conduct, whether that be in person or via social media. Members or officers who fail to uphold this standard will be subject to the organization's disciplinary process, as identified in the Aggie Blades Constitution.

Reporting Mechanisms

Inside the Organization

- Aggie Blades has zero tolerance for hazing. If anyone internally suspects hazing, immediately report to any of the Executive Board officers or submit the issue via the Aggie Blades website and an Executive Board member will reach out to the person who submitted the issue.
- Aggie Blades has zero tolerance for discrimination. If anyone internally suspects discrimination, immediately report to any of the Executive Board officers or submit the issue via the Aggie Blades website and an Executive Board member will reach out to the person who submitted the issue.
- Aggie Blades has zero tolerance for harassment (sexual or otherwise). If anyone internally suspects harassment, immediately report to any of the Executive Board officers or submit the issue via the Aggie Blades website and an Executive Board member will reach out to the person who submitted the issue.

- Aggie Blades has a zero tolerance for assault (sexual or otherwise). If anyone internally suspects assault, immediately report to any of the Executive Board officers or submit the issue via the Aggie Blades website and an Executive Board member will reach out to the person who submitted the issue.
- If there is any concern outside of those above that needs to be addressed, report to any of the Executive Board officers or submit the issue via the Aggie Blades website and an Executive Board member will reach out to the person who submitted the concern.

University Reporting Protocols

- If any behavioral concerns arise or any situations above are brought to the attention of the Executive Board, they will be reported to Texas A&M University for follow-up via the [Tell Somebody Report](#). Concerning behavior includes, but is not limited to, interpersonal violence, substance abuse, harassment (sexual or otherwise), assault (sexual or otherwise), discrimination, hazing, and mental health issues.
- If the concern arises that a member or the organization has alleged a violation of University policies then it will be reported to Texas A&M University for follow-up via the [Campus Community Incident Report](#).

Safety Protocols

- Aggie Blades will adhere to the safety rules put into place at The Cut Axe Throwing or whichever venue an event may be held at
- Past this, Aggie Blades may add more to the safety protocols as time goes on should the need arise
- Each member must have a safety waiver signed for both Aggie Blades and The Cut Axe Throwing. The Secretary is in charge of these waivers and ensuring all information is up to date and accurate.
- Axe throwing has the potential to occur at any event that is held at The Cut Axe Throwing. It may also occur at other venues inside or outside of Texas depending on the tournaments Aggie Blades decides on joining. Aggie Blades is not liable for axe throwing that occurs outside of an Aggie Blades event. Member practices should follow safety protocol as described in this Operations Manual. If Aggie Blades officers receive any notice that unsafe practices are being conducted by members it will be addressed properly through the organization's disciplinary procedures.

Section IV: Event Management

Day-to-Day Operations

Aggie Blades will involve the following day-to-day operations

Meeting Schedule

- Officer Meetings: Bi-weekly or as needed, day and time decided at the beginning of each academic semester.
- Executive Board Meetings: Bi-weekly or as needed, day and time decided at the beginning of each academic semester. If it is a needed meeting, then the President will send out options of dates and times for the other Executive Board officers to select from.
- General Meetings: Occur as needed, day and time decided upon by the officers at least 7 calendar days before the event.

Meeting Protocol

- Officers must attend 85% or more of the organizational meetings and events to remain in good standing in their roles.
- General members must attend 75% or more of the organizational meetings and events to apply to become an officer.
- To be excused from a meeting members or officers must notify the President that they are unable to attend and to receive an excused absence. It is expected that the member will notify the President at least an hour before the event occurs. The member shall notify one of the two by texting or sending them a flare message.

- Meeting minutes will be sent out to the general membership via email after general organization meetings.
- Meeting minutes will be sent out to the officer board via email after officer meetings.
- Meeting minutes will be sent out to the Executive Board via email after Executive Board meetings.

Membership Requirements and Expectations

- Members must abide by the organization's behavioral policy, as defined in the Aggie Blades Operations Manual.
- Members must meet their attendance requirements by attending 50% or more of the organization's special events to remain in good standing.

Important Contacts

- Building Reservations: [University Center & Special Events](#)
- The Cut Axe Throwing:
 - Phone Number: (979) 350-0014
 - Email: tony@thecutaxethrowing.com
 - Address: 1601 Texas Ave S, College Station, TX 77840
- Approval Needed: For events planned by a general officer, approval is required from the Executive Board. Approval is also required from our Advisor whose contact information is in Section I.

Special Events

Aggie Blades will involve the following special events each year.

Organizations Semester Tournament

Each Semester, Aggie Blades will host a tournament that invites other organizations and students to compete and participate alongside Aggie Blades members. These will take place at The Cut. Axe Throwing and safety protocols will be gone over in the beginning of the tournament. If needed, throwers will be reminded of safety protocol by employees at The Cut or by Aggie Blades officers. If any situation arises that a thrower is utilizing unsafe practices, he/she will be given the proper consequences depending on severity of said unsafe practices (i.e., given a verbal warning or being removed from the tournament all together).

Safety & Risk Management Plan

- Physical Risks
 - Someone becoming injured from an axe: We will have waivers (The Cut and Aggie Blades) signed by the people participating as well as go over safety rules beforehand. We will also have people monitoring to ensure that safety practices are being followed.
 - Alcohol Consumption: Alcohol might be available to purchase at events, however, we do not encourage anyone to consume alcohol while throwing.

- Reputational Risks
 - Anyone representing Aggie Blades in a disrespectful manner: We will go over behavioral expectations for our organization a week beforehand. We will also go over behavioral expectations with the new participants before starting the tournament.
- Emotional Risks
 - Losing a game: There is the potential for damaged emotions after losing a match or being knocked out of the tournament. We want to ensure that people are being respectful and encouraging to each other and will have members of Aggie Blades looking out for any potential issues.
- Financial Risks
 - Contracts: Since we are utilizing The Cut for this event there is the possibility that there could be a problem with our contract. We will ensure it has been reviewed and approved by our university Advisor prior to signing the contract. We will also ensure that we are abiding by the University's policies.
- Facilities Risks
 - Tripping Hazards: We will ensure that the facility does not have any trip hazards. If any are found, we will utilize event signage to warn participants
 - Equipment Issues: We will notify members that they are responsible for protecting and utilizing any equipment used for the event properly. Should any issues arise, the party who caused the damage will be responsible for replacing or paying for any broken/damaged equipment.

Important Contacts

- Facilities
 - [University Center & Special Events](#) (if needed)
 - [The Cut Axe Throwing](#)

Semi-Formal

Each semester, Aggie Blades will host an end of the semester semi-formal/awards banquet for our members to come together and celebrate progress towards our goals. This event will include food, awards, a team challenge, and a bar available for alcoholic (for those 21 and older) and non-alcoholic beverage purchases.

Pre-Event Planning

- Review materials and notes from the previous year's event (if applicable)
- Select location
- Secure facility reservations
- Review vendor contracts (send to Advisor for review and then to [Student Activities](#) if we require help reviewing them)
 - Bartending service must agree to adhere to the standards included in the [Texas A&M's Common Events Guide](#) (pages 19-22) in a written contract (contact SOLAD if help is needed with the contract - solad@stuact.tamu.edu)
 - Obtain security for the event (if needed - work with facility to get their recommendations)
 - Confirm other vendors such as the DJ, caterer, and photobooth (if applicable)

- Announce the event to members and provide the deadline for purchasing tickets as well as the deadline for them to submit who their date is (if applicable)
- Put out a call for volunteers to be sober event monitors
- Submit MaroonLink event forms and/or any other necessary paperwork
- Purchase decor, wristbands, and anything else that will be needed for the event
- Confirm event monitor volunteers and event staff
- Create precise event timeline and communicate it as well as tasks to volunteers and members
- Do an event walkthrough the week prior
- Organize all event documentation and assessment into a Google Drive for the next year's staff

Day-of-Event Plans

4 hours before event

- Walkthrough of the space with the facilities coordinator

2 hours before event

- Ensure that all vendors are setting up at their stations
- Call any late vendors to ensure they are on their way

1 hour before event

- Hold a meeting with event volunteers to go over roles

30 minutes before event

- Send volunteers to their stations:
 - Entrance/Exit: Checking arrivals to ensure they are on the guest list, helping people find safe rides home upon their exit

- Floaters: Making sure that everyone has enough water or food, checking to make sure underage members (or their dates) are not drinking any alcohol, helping with spills
- Event coordinator should be able to float throughout the event to attend to any pressing issues
- Make sure caterer is set up and ready to go (if applicable)

1 hour before event ends

- Work with the bartender to do a last call

End of event

- Have volunteers stationed at the exit to help attendees find safe rides home

After event

- Make sure all vendor payments are issues
- Clean up the facility

Emergency Management Plan

Aggie Blades wants to be prepared in advance for emergencies, should they happen within our organization or at an event.

Communication Plans:

- Step One: Call 9-1-1 for emergency assistance
- Step Two: Call the Aggie Blades President to notify them of the issue
- Step Three: Call the Aggie Blades Advisor to notify them of the issue
- Step Four: Send out an officer message to share issue and organization response
- Step Five: Notify membership and/or guests of issue and organization response
- Step Six: Contact the Texas A&M Critical Incident Response Team by calling the Texas A&M University Police Department at (979) 845-2345.

The organization President should also work with the Advisor to craft a media response and share this with the other officers and general organization members.

Event Cancellation Protocol

An Aggie Blades event will be canceled if there are any severe weather warnings or other extenuating circumstances that warrant cancellation. If this occurs, event attendees will be notified via email and/or another form of messaging as soon as possible.

Injury Protocol

When hosting activities and events, Aggie Blades should have specific injury prevention plans in place via the event's risk management plan. Should an injury occur at an organization event, the organization will assist the injured person in seeking medical help at the nearest urgent care or emergency room, depending on the severity of the injury.

Member Emergency Contact Information

Upon joining the organization, members will be required to provide one emergency contact and one local contact. We will keep this on file in our Google Drive in case of an emergency. All officers and our Advisor will have access to this file. Each semester, we will ask members to make updates to the contact information in case anything has changed.

Travel-Related Guidelines

Any time the organization travels more than 25 miles away from the Texas A&M College Station campus, organization members must complete a [Travel Information Form](#), verify drivers' auto insurance and license, and collect [standard waiver forms](#) for all travelers.

All vehicles should have both a driver and a navigator, and organization members should verify that all drivers have had adequate sleep and are not under the influence of any substances that could potentially impair their driving capabilities.

Document Retention Policies

All organization member information will be kept on file for two years and stored in a secure location, online or physically. At no time will Aggie Blades collect sensitive information, such as Social Security Numbers.

Waiver Templates

Aggie Blades will be creating a waiver for all members to sign. All members will also be required to sign a waiver for The Cut Axe Throwing in College Station.

Section V: Provisions for Revising Operations Manual

Editing Power

Aggie Blades grants the current President the authority to edit any and all parts of this operations manual throughout the year as needed. Any procedure that needs to be updated can be done without a vote, however, any organization policy updates should be approved with a two-thirds majority vote of Executive Board members.

Annual Audit

The Operations Manual will always be reviewed in May of each year to ensure that it remains up to date.

Storage

This Operations Manual will be stored in a Google Doc format online in a Google Drive that is shared with all Executive Board members. It will also be shared in a PDF format with the members of the organization.