

# **2017-18 OHIO UNIVERSITY CLUB SPORTS MANUAL**

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# Table of Contents

<b>Section 1:</b> ~~~~~	<b>Page Number</b>
Campus Recreation Information	3
Campus Recreation Mission Statement	3
2016-2017 Club Sports Award Winners	3
Club Sports Administration	3
<b>Section 2:</b> ~~~~~	<b>Page Number</b>
Administration	4
Article 1: Supervisors	4
Article 2: Graduate Assistant Directors	4
Article 3: Club Sports Work Team	4
Article 4: Athletic Trainer	4
<b>Section 3:</b> ~~~~~	<b>Page Number</b>
Eligibility	6
<b>Section 4:</b> ~~~~~	<b>Page Number</b>
Sportsmanship	7
<b>Section 5:</b> ~~~~~	<b>Page Number</b>
Intramural Sports Participation	8
<b>Section 6:</b> ~~~~~	<b>Page Number</b>
Club Sports Executive Council	9
<b>Section 7:</b> ~~~~~	<b>Page Number</b>
Starting a New Club	10
<b>Section 8:</b> ~~~~~	<b>Page Number</b>
Tier System	11
Article 1: Requirements and Benefits	11
Article 2: Team Assignments	12
Article 3: Evaluation Process	12
Article 4: Appeals	12
<b>Section 9:</b> ~~~~~	<b>Page Number</b>
Club Responsibilities	13
<b>Section 10:</b> ~~~~~	<b>Page Number</b>
Officer Descriptions	14
Article 1: Safety Officers and Risk Management	14
Article 2: Practice Visitations	15
<b>Section 11:</b> ~~~~~	<b>Page Number</b>
Instructors and Coaches	16
<b>Section 12:</b> ~~~~~	<b>Page Number</b>
Advisors	17
<b>Section 13:</b> ~~~~~	<b>Page Number</b>
Equipment and Supplies	18
<b>Section 14:</b> ~~~~~	<b>Page Number</b>
Scheduling Guidelines	19
<b>Section 15:</b> ~~~~~	<b>Page Number</b>
Facility Reservations	20
Article 1: Pricing	20
Article 2: Club Sports Priority	20
Article 3: Non-Campus Recreation Facilities	20
Article 4: Field and Facility Usage Policy	20
<b>Section 16:</b> ~~~~~	<b>Page Number</b>
Travel	22
Article 1: Off-Campus Travel	22
Article 2: Excuse Letters	22

<b>Section 17:</b> ~~~~~	<b>Page Number</b>
Discipline	23
Article 1: Administrative Non-Compliance	23
Article 2: Behavioral Non-Compliance	23
Article 3: Probation, Suspension, Expulsion	23
Article 4: Members Conduct	25
Article 5: Appeal Process	25
<b>Section 18:</b> ~~~~~	<b>Page Number</b>
Financial Administration	27
Article 1: The Allocation Process & Club Sports	27
Article 2: Account Types	27
Article 3: OU Foundation and Endowment Accounts	28
Article 4: Fundraising and Sponsorships	28
Article 5: Excellence and Developmental Funding	29
Article 6: Requesting Funds	29
<b>Section 19:</b> ~~~~~	<b>Page Number</b>
Office Services	30
Article 1: Fax Services	30
Article 2: Mailboxes	30
Article 3: Email and Home Page	30
Article 4: Publicity	30
Article 5: Flyers and Schedules	30
Article 6: Advertising Guidelines	31
<b>Section 20:</b> ~~~~~	<b>Page Number</b>
Web Information	32
Article 1: Club Sports Regulations	32
<b>Section 21:</b> ~~~~~	<b>Page Number</b>
Awards	33
<b>Section 22:</b> ~~~~~	<b>Page Number</b>
Photography/Videography	34
Article 1: Photo/Video Release	34
Article 2: Request to Take Video	34
<b>Section 23:</b> ~~~~~	<b>Page Number</b>
Administrative Compliance Program (ACP)	35
Article 1: Officer Training	35
Article 2: Meeting Attendance	36
Article 3: Documentation	36
Article 4: Travel	37
Article 5: Discipline	37
Article 6: Community Service	37
Article 7: Student Advancement Seminar (SAS)	38
Article 8: Game Day Responsibilities	38
Article 9: Awards	38
Article 10: Supporter Points	39
<b>Appendix A:</b> ~~~~~	<b>Page Number</b>
Treatment of Athletic Trainers	40
<b>Appendix B:</b> ~~~~~	<b>Page Number</b>
Club Email Addresses	41
<b>Appendix C:</b> ~~~~~	<b>Page Number</b>
Important Dates	42
<b>Appendix D:</b> ~~~~~	<b>Page Number</b>
How to Videos	43

# **SECTION 1:**

## **CAMPUS RECREATION INFORMATION**

### **Ohio University Campus Recreation Mission Statement**

The Department of Campus Recreation provides quality, inclusive recreation experiences designed to positively impact the intellectual and personal development of OHIO students and the vitality of the OHIO community.

### **Ohio University Campus Recreation Vision Statement**

To deliver the most transformative recreation experience in the country.

### **2016-2017 Club Sports Award Winners**

Team of the Year – Equestrian Hunt  
Community Service – Women’s Soccer  
Fundraising – Women’s Crew  
Advisor of the Year – Mark Lucas (Fencing)

### **Club Sports Administration**

Assistant Director for Competitive Sports:  
Bridget Tasker – [tasker@ohio.edu](mailto:tasker@ohio.edu)

Graduate Assistant Directors (GAD’s) for  
Competitive Sports:  
Nathan Lawless – [nl275916@ohio.edu](mailto:nl275916@ohio.edu)  
Kristen Sullivan – [ks448715@ohio.edu](mailto:ks448715@ohio.edu)

Graduate Assistant Athletic Trainer (ATC):  
Elizabeth Sares – [es106716@ohio.edu](mailto:es106716@ohio.edu)

Club Sports Work Team Chair (WTC):  
Patricia Colella – [pc501413@ohio.edu](mailto:pc501413@ohio.edu)

***Please note that changes from last year appear inside a grey highlight.***

## **SECTION 2:**

### **ADMINISTRATION**

Each club is required to adhere to the written policies of Ohio University and the Club Sports Manual.

The Club Sports Executive Council (CSEC), under the direct authority of the Assistant Director for Competitive Sports, is a student group which serves to enforce the existing policies, create new policies if deemed necessary, provide unity among all clubs, and promote the Ohio University Club Sports Program as a whole. The CSEC is outlined in more detail in Section 6.

### **ARTICLE 1: SUPERVISORS**

Competitive Sports Supervisors are undergraduate employees who may be visible at practices, games and other club events.

The Competitive Sports Supervisors' responsibilities include, but are not limited to:

- Fostering quality relationships with the student-athletes, officers and advisor of each club
- Acting as a quality University and Campus Recreation resource
- Serving as Event Management by being present at home contests, seminars, and events
- Serving as first responder and initiating emergency procedures when necessary
- Overseeing the compliance of each team with Club Sports policies and procedures

### **ARTICLE 2: GRADUATE ASSISTANT DIRECTORS**

The Competitive Sports Graduate Assistant Directors (GAD's) will play a vital role within the entire organization. Each team will be assigned either to one of the two GAD's or the Chair of the Club Sports Work Team (WTC) (See Article 3) who will be their primary contact person with the Competitive Sports Office.

The GAD's duties include, but are not limited to:

- Actively assisting clubs in supplemental fundraising activities
- Serving as a customer service representative and assisting Supervisors with handling

athlete concerns and questions dealing with departmental policies and procedures

- Planning and supervising the execution of publicity and promotional strategies in cooperation with local media and the Campus Recreation Marketing Department
- Conducting Officer training sessions
- Coordinating the distribution of funds
- Serving as advisors to the CSEC

### **ARTICLE 3: CLUB SPORTS WORK TEAM**

The Ohio University Club Sports Program will utilize an undergraduate student work team to assist in the oversight of the program.

The Work Team's duties include, but are not limited to:

- Assisting in the collection of data and review of forms submitted by the club teams
- Developing content for General Session, Officer Trainings, and Student Advancement Seminars
- Serving as a customer service representative and assisting Supervisors with handling athlete concerns and questions dealing with departmental policies and procedures
- Serving as ex-officio members of the CSEC

### **ARTICLE 4: ATHLETIC TRAINING STAFF**

The Ohio University Club Sports Program currently employs one Graduate Assistant Athletic Trainer (ATC) and a staff of undergraduate volunteer student trainers. This staff provides general athletic training services to any member of any Ohio University Club Sports team in the athletic training room located in Bird Ice Arena. The staff is available for injury evaluation and rehabilitation during training room hours. Office hours will be posted, but an athlete can also make an appointment by calling 593-0322 during normal business hours.

The following clubs, considered contact sports, must have an AT present at all home events and contact practices:

- Men's Lacrosse
- Men's Rugby
- Women's Rugby
- Men's Soccer
- Women's Soccer

Any non-contact club that wishes to have AT services during an event or practice will be charged \$25 per hour.

**Should your team wish to arrange for event coverage, please contact the Club Sports Athletic Trainer and your GAD/WTC at least TWO weeks in advance of the event.**

**NOTE: See Appendix A regarding mistreatment of Athletic Trainers**

## SECTION 3:

### ELIGIBILITY

1. All undergraduate and graduate students registered for at least one credit hour at Ohio University are eligible to join a club.
2. A majority (50% + 1) of club members must be students enrolled in at least one credit hour.
3. All faculty/staff and community members are eligible to join any club, however club membership **DOES NOT** guarantee facility access or privileges. All facility fees, policies and procedures still apply.
4. Students, faculty, staff, and community members may be restricted from league or association competition. Please check with that league or association in advance of competition for eligibility guidelines.
5. A member is not permitted to practice or play until an Assumption of Risk Form has been filled out and submitted via [IMLeagues.com](http://IMLeagues.com).
6. Non-members participating in open team practices must sign the visiting team assumption of risk form before participation. These documents must be kept on file in the Competitive Sports Office. Competitive Sports Supervisors may periodically check rosters at practices and events.
7. Intercollegiate athletes are not eligible to participate in Club Sports. Please contact the Athletic Director or Assistant Director for Competitive Sports with any specific questions.
8. No club may restrict membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.

No club may engage in any form of physical or emotional hazing of members or prospective members.

## **SECTION 4: SPORTSMANSHIP**

The Ohio University Club Sports program is recognized as one of the premier sports club programs in the country, in both the competitive realm and in innovative organizational structure. As a matter of pride in our university and organization, all members are expected to maintain the highest standards of sportsmanship on and off the playing surface. It is important to:

- Let the officials officiate the game without interference or harassment
- Abide by the decisions they make (no matter how bad you think the call was)
- Be gracious in defeat and magnanimous in victory
- Honor all commitments for games, practices, seminars, and events.

If you have a legitimate grievance, please voice it at the appropriate time and to the appropriate people. Let the Assistant Director for Competitive Sports and/or the CSEC represent you in legitimate grievances to your league or national governing body. Above all, compete in the friendly spirit of competition. Be a gracious host to visiting teams and a gracious guest when you go to visit other teams. Be proud you are a Bobcat and be honorable in representing Ohio University. The Club Sports program takes sportsmanship related issues very seriously and any unsportsmanlike or inappropriate behavior is grounds for possible disciplinary action.



## **SECTION 5:**

### **INTRAMURAL SPORTS PARTICIPATION**

Club Sport Athletes ARE eligible to participate in Intramural Sports, however, participation is limited. Please refer to an excerpt from the Intramural Sports Policies and Procedures for details:

1. An Intramural team may contain TWO Club Sports athletes for the respective sport\*. An individual who leaves the squad prior to the last cut having been made or before the first game has been played, if no cuts are made, is not considered a Club Sports Athlete. Those who do not leave at that point are considered Club Sport Athletes for the remainder of the academic year. In addition, Club Sport Coaches are considered Club Sports Athletes for Intramural Sports participation purposes.

**\*NOTE: Respective sport includes, but is not limited to, similar sports, such as:**

- **Baseball as associated with softball**
  - **Volleyball as associated with sand volleyball**
  - **Football as associated with flag football**
  - **Soccer as associated with indoor soccer, mini soccer, and 11v11/7v7 soccer**
2. Sand Volleyball and Team Tennis are restricted to ONE Club Sports Athlete per team due to the minimal amount of players for a complete team.
  3. Club Sport Athletes CANNOT participate in Individual and Dual Sports offered through the Intramural Sports Program which are similar to their respective sport.

If any questions of eligibility arise, contact the Competitive Sports Office immediately to have those inquiries answered. Each club member must follow all applicable Club Sport and Intramural eligibility guidelines. While neither program will actively search out students that are not adhering to regulations, the Intramural Sports program has the authority and ability to review any Club Sport team roster to investigate any allegations of wrongdoing at any time.

**NOTE: Club teams must update rosters as soon as a team member has a change in status to avoid any problems later when becoming involved in Intramural Sports activities regarding acts that warrant ejections. It is the responsibility of the club president to inform all club members of these regulations and guidelines. Ignorance is not an applicable excuse for a violation. If a club member is found to have participated illegally in Intramural Sports competition, he/she will be barred from further participation within both programs.**

## **SECTION 6:**

### **CLUB SPORTS EXECUTIVE COUNCIL**

The purpose of the Club Sports Executive Council (CSEC) is to act as a liaison between Club Sports members and the Assistant Director for Competitive Sports. The primary function of the Committee is to advise the Assistant Director for Competitive Sports on the following:

1. Provide direction for the implementation of new policies and regulations
2. Provide a forum for clubs to discuss general concerns with the Council and Club Sports Administration
3. Manage Excellence Funding and Developmental Funding requests
4. Conduct appeal hearings and make disciplinary recommendations to Club Sports Administration as needed
5. Review membership applications for new Club Sports teams / activities
6. Accept responsibilities as assigned by the Assistant Director for Competitive Sports
7. Provide leadership, direction and guidance for Club Sports membership

The CSEC meets on a semiweekly basis. Any and all Club Sports members are invited to attend these open meetings. The schedule will be given to all Club Sports members at the beginning of the school year.

Any interested Club Sports student athlete who wishes to serve the program should follow the selection and representation procedure below:

1. Complete a CSEC Officer Application by the deadline for the next academic year (listed in the CS important dates in this manual)
2. The candidate(s) responses will be compiled into a ballot and sent to all clubs. Each club will be able to submit 1 ballot.

3. On the ballot, the clubs will rank order the candidates (i.e., 1-5). The candidates receiving the best "score" from the rankings will be elected.
4. The number of candidates elected will be determined by the number of open positions within CSEC.

In the event the CSEC does not continue from one year to the next, the role and responsibilities of the CSEC will be distributed among the Assistant Director for Competitive Sports and the GAD's.

## **SECTION 7:**

### **STARTING A NEW CLUB SPORT**

Any group of students with a collective interest in a sport or activity has the ability to start a new Club Sport. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Club Sports Office for assistance.

1. Create a registered Student Organization by visiting the Campus Involvement Center in Baker Center Room 355 and completing the necessary paperwork.
2. Ensure that you have students in place that are willing to serve as Officers for the Club. Officers are the main leadership of the Club. You will need a President, Vice President, Treasurer, Safety Officer and Fundraising Chair. Your Club will also need to have a Faculty/Staff Advisor.
  - a. In an effort to expand the leadership opportunities, each of the 5 officer positions must be held by 5 different club members. All officers must be students attending Ohio University in Athens.
3. Recruit interested athletes by advertising an information meeting in The Post, around campus, in the residence halls, and anywhere else that you think would reach your target.
4. Once your Student Organization has existed for at least one academic year, and has proven that it is a viable club with excellent leadership and a strong, dedicated membership, you may contact the Competitive Sports Office and request a meeting with the CSEC to petition for membership and make your Request for Affiliation presentation. This request should be emailed to the Assistant Director for Competitive Sports.
5. If the CSEC decides to accept your petition, your club would be admitted as a member for a 1-year Introductory Period and placed into the Red Tier. Your club will be under evaluation for the entire year in regards to meeting attendance, paperwork compliance, following of policies and procedures, and communication with your Club Sports Supervisor.
6. Before the beginning of this Introductory Period, the club is required to conduct an orientation meeting with the GAD's of Competitive Sports. During this orientation, they will review the manual, outline expectations, and discuss the administration and operation of the Club Sports Program.
7. Clubs serving their 1-year Introductory Period are not eligible to receive Needs-Based funding, but they will accrue points under the Administrative Compliance Program (ACP).
8. Following the 1-year Introductory Period, CSEC will evaluate your club's performance and make a decision on your future status. At this point, CSEC has the option to:
  - a. Accept your club for Full Membership and place it into the appropriate tier.
  - b. Decline your club's application for membership
  - c. Extend your Introductory Period for further evaluation. Your club will remain in the Red Tier during this period.

## **SECTION 8: TIER SYSTEM**

### **ARTICLE 1: REQUIREMENTS AND BENEFITS**

Every club team will be put into a tier depending on the status of the club.

Benefits based on each tier will result in facility scheduling, funding, and access to ACP points.

Each club, regardless of its Tier, will receive:

1. FA/CPR certifications at a reduced cost
2. Access to ACP points
3. No facility rental cost for practices for club controlled facilities
4. Free equipment storage
5. Available equipment maintenance

#### **Instructional Tier**

Requirements:

1. 5 community service hours per person **per year\***
2. Student Advancement Seminar (SAS) attendance: One attendance per person per year\*

Tier-Specific Benefits:

1. Access to Developmental funding

#### **Competitive Tiers**

##### **Green Tier**

Requirements:

1. Six or more competitions per year.
2. Proof of league membership or governing body.
3. Potential for competing in regional or national tournament
4. 20 community service hours per person **per year\***
5. Student Advancement Seminar (SAS) attendance: One attendance for 50% of roster **per year\***
6. 50% of **requested** needs-based budget deposited into SAC account

Tier-Specific Benefits:

1. First round of facility scheduling in draft format (for in-season clubs); ACP points are used to determine order

2. Access to greatest amount of needs-based funding, including Excellence and Developmental funding

##### **White Tier**

Requirements:

1. Three or more competitions per year
2. 10 community service hours per person **per year\***
3. Student Advancement Seminar (SAS) attendance: One attendance for 25% of roster **per year\***
4. 25% of **requested** needs-based budget deposited into SAC account

Tier-Specific Benefits:

1. Second round of facility scheduling in draft format (for in-season clubs); ACP points are used to determine order
2. Access to needs-based funding and Developmental funding only for new initiatives

##### **Red Tier**

Requirements

1. 5 community service hours per person **per year.\***
2. Student Advancement Seminar (SAS) attendance: One attendance for 25% of roster **per year\***

**Instructional and Red Tier clubs will receive no needs-based funding (Funding via a Budget Request).**

**\*NOTE: This number is an average based upon a team's IMLeagues.com roster size every month.**

All Green and White Tier clubs will have their needs based budget requests totaled within their tiers. Those tier totals will then be added together for an overall needs-based request total. Each tier's total will be viewed as a percentage of the total needs-based budget request. The Green Tier will then receive an additional 25% of the White Tier's overall request (i.e., after totaling all clubs' requests, the Green Tier clubs account for 60% of the total and the White Tier clubs account for 40% of the total. Green Tier clubs would receive 70% of the allocation and White Tier clubs would receive 30%).

## **ARTICLE 2: TEAM ASSIGNMENTS**

For the 2017-2018 academic year, teams are assigned as follows:

### **Instructional Tier**

- Kendo
- Mixed Martial Arts
- Tae Kwon Do

### **Green Tier**

- Women's Basketball
- Men's Crew
- Women's Crew
- Equestrian Hunt
- Equestrian Western
- Men's Soccer
- Women's Soccer
- Synchronized Skating
- Women's Volleyball

### **White Tier**

- Fast Pitch
- Fencing
- Golf
- Gymnastics
- Men's Lacrosse
- Women's Lacrosse
- Men's Rugby
- Women's Rugby
- Swimming
- Tennis
- Quidditch
- Women's Ultimate
- Women's Water Polo
- Water Ski

### **Red Tier**

- Archery
- Baseball
- Dodgeball
- Men's Volleyball
- Men's Water Polo
- Sailing

## **ARTICLE 3: EVALUATION PROCESS**

Instructional and Red Tier teams will have the option every year to apply to change their status. Green and White Tier clubs will be evaluated every year. This process will take place in spring semester and will go into effect for the following fall.

Tier status will be determined based on Club Sports Administration's evaluation of a club's league affiliation, number of competitions, national and regional rankings, community service, SAC deposits, and Student Advancement Seminar (SAS) attendance as stated in Section 8, Article 1. Each club has until the day of Commencement of that school year to complete tier requirements. The evaluation process is based upon the status of a club's progress towards requirement completion at the time of the evaluation.

**NOTE: Teams who remain in the Red Tier for two consecutive years and make insufficient progress to advance out of the Red Tier shall be expelled from the Club Sports Program at the end of the second year.**

## **ARTICLE 4: APPEALS**

A club that wishes to appeal its placement within the tier system must do so in email within 5 days following the communication of tier status for the following year.

All appeals must be sent to the Assistant Director for Competitive Sports. Once the Assistant Director has reviewed all appeals, he/she will send them to the CSEC for final recommendation.

## **SECTION 9: CLUB RESPONSIBILITIES**

### **GENERAL GUIDELINES**

1. It is the responsibility of the club officers and members to be knowledgeable of Club Sports policies and procedures set forth in this manual and any addendums.
2. It is the responsibility of the officers to operate the club within the guidelines set forth by the Department of Campus Recreation, Ohio University, the Assistant Director for Competitive Sports and the CSEC. Failure to complete officer responsibilities may result in disciplinary action to the club and a loss of Club Sport status and associated privileges.
3. It is the responsibility of the officers to ensure that all club members are eligible for participation, have proper insurance (each athlete should double check their own insurance) and have a completed Assumption of Risk (AOR) submitted via IMLeagues.com. Members are strongly encouraged to consult a physician prior to participation in any Club Sport activity.
4. It is the responsibility of club officers to follow financial guidelines, reporting procedures and scheduling methods discussed in this manual.
5. It is the responsibility of club officers to follow guidelines in relation to reserving facilities for practice, competitions, and any fundraising activities.
6. No Club Sport member, coach, advisor, or other party acting on behalf of the Club may sign or enter into a contractual agreement without the consent of the Assistant Director for Competitive Sports. Entering into an agreement or posing as an official representative of Ohio University in order to contract services or purchase is a serious offense and will be dealt with accordingly.
7. It is the responsibility of the club officers to check and update their team roster.
8. Each club **MUST** elect and submit contact information for new officers to the Competitive Sports Office for the next academic year by the listed deadline. This will give the new officers a chance to get accustomed to their new role before fall. Also, the new officers will attend officer training the following week. Clubs may petition for an extension of this deadline to the Competitive Sports Office. Rationale for the extension, along with mentoring and role modeling, should be included in the petition for extension.
9. Club officers should meet with their GAD/WTC at least once per semester to discuss team schedule, treasurer's report, roster, and other club related issues.

## **SECTION 10:**

### **OFFICER DESCRIPTIONS**

The Club Sports Program requires the following officer positions to be held and each individual's current contact information to be on file at all times. Club teams may elect to have additional officer positions as deemed necessary by the club's members or constitution. Each officer position must be held with by a different student. All officers must be students attending Ohio University in Athens.

**President:** The President has responsibility for oversight of the Club and officers. He or she is the liaison between the Club and the advisor, supervisor, Club Sports Administration, CSEC, and other University or community contacts.

**Vice President:** The Vice President duties may vary, however it is his or her responsibility to represent the Club if the President is unable and to act as interim President until one is elected if the President is no longer able to fulfill their duties.

**Fundraising Chair:** The Fundraising Chair has responsibility for all club fundraisers. He or she should register all fundraising activities on IM Leagues and abide by all rules and regulations set by Club Sports as well as the University for fundraising activities both on and off campus.

**NOTE:** Instructional Tier Clubs are not required to have a Fundraising Chair.

**Safety Officer:** The Safety Officer has responsibility for safety of the club members during competition, practices, travel and team events. He/she is to have CPR and First Aid certifications that must be filed through IM Leagues. Additional guidelines are outlined in the manual under Safety and Risk management.

**Treasurer:** The Treasurer has responsibility for the financial well-being of the Club, preparing semester budgets and reports, and keeping record of all internal and external transactions for the club.

All officers will be elected for the full academic year. Club Sports **WILL NOT** acknowledge new officers until Officer Trainings have been completed.

The club is responsible for its officers and the officers are responsible for the actions of their club members during all club activities. If in doubt, **ASK**. Use your Graduate Assistant Directors as resources.

### **ARTICLE 1: SAFETY OFFICERS AND RISK MANAGEMENT**

To provide a safe, positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every club develop, implement, and practice the following safety procedures, utilizing the Safety Officer as much as possible:

1. Club Sport Safety Officers, other officers, club members, coaches and instructors should emphasize safety during all club related activities.
2. All participants recognize that they are always responsible for their own well-being and the well-being of the group of which they are a part.
3. Each participant shares with the other members the concerns and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
4. The club's Safety Officer is expected to inspect fields and/or facilities prior to every practice, game or special event. Unsafe conditions must be reported to the Competitive Sports Office.
5. Club teams are expected to abide by all local, state and national health and safety regulations.
6. At least two members from each club in addition to the Safety Officer must be certified in CPR and First Aid. One of these members **MUST** be another Officer. At least one of these three individuals must be present at all club functions, home or away, to handle any emergency situations.

7. A copy of CPR and First Aid cards must be submitted through IMLeagues.com prior to the deadline. The Safety Officer and alternate members are responsible for obtaining a valid certification. The Competitive Sports Office will offer classes to Club Members ONLY at the beginning of the year. Periodically, Ohio University will offer classes to certify members in CPR/First Aid. Please sign up in advance.

**NOTE: If a club has a CPR/First Aid card expire during the year, and no replacement cards have been provided to the Competitive Sports Office, the club will be placed on initial suspension and all practices and events will be canceled until the situation is rectified.**

8. All clubs will be issued a First Aid kit at the beginning of the year. Clubs are expected to have this kit at each practice, game, and/or special event. In the event a kit's supplies become depleted, it is the responsibility of the Safety Officer to come to the Competitive Sports Office to restock the kit.
9. Participants are obligated to wear proper dress and appropriate protective equipment. If they choose not to use such equipment, the participants must acknowledge that they are doing so at their own risk.
10. Prior to participation in a club's open practices, nonmembers must fill out an Assumption of Risk (AOR) form on IMLeagues.com.

## **ARTICLE 2: PRACTICE VISITATIONS**

Competitive Sports Supervisors will perform practice visitations for each team. These are to ensure that each club member has a completed AOR and is on the active roster.

There will be a strict ID policy at these practice visitations; therefore each member must have their ID on them at every practice.

Supervisors will also check to ensure that each club has their First Aid kit present at practice, and a

member who is certified in First Aid and/or CPR may have their skills checked via a dummy drop or some other scenario.

Team Officers will sometimes be given prior warning of these visitations, but some will also be done without warning.



## **SECTION 11: INSTRUCTORS & COACHES**

Club Sports teams requiring the services of an instructor should seek a knowledgeable person within the specific area of instruction. Based on their knowledge of the activity, experience, and leadership skills, Coaches and Instructors must be appointed by the club members. They may be students, faculty or staff of the university or a community member. It is important to note that Club Sports are student run.

The Department of Campus Recreation has an obligation to protect all clubs. As a result, the Assistant Director for Competitive Sports reserves the right to dismiss a Coach or Instructor who has acted outside the scope of his/her authority, violated university and/or Club Sports policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, Club Sports program and/or Ohio University. This includes conduct that is in direct contradiction of the Department of Campus Recreation Mission Statement.

All Coaches and Instructors must abide by the following rules:

1. All Club Sport Coaches/Instructors must complete and submit a Coach/Instructor Agreement and Coach/Instructor Application form to the Competitive Sports Office every year. After these forms have been collected, the coach/instructor will meet with the Assistant Director or GAD's of Competitive Sports to approve their coach/instructor status.
2. All Club Sport Coaches/Instructors must follow all Club Sport policies and procedures, as well as university and departmental procedures relative to the Club Sports program.
3. The Coach/Instructor's purpose is to be involved strictly with coaching and teaching in team practices and competitions. He/she is to refrain from all other areas of club management, including club business matters.
4. Participation in Club Sports is completely voluntary, and monetary rewards or scholarships shall not be promised or given to any player or prospective player.
5. Coaches and Instructors are required to have membership to the Charles J. Ping Student Recreation Center in order to be admitted for club practices.
6. The Competitive Sports Office reserves the right to evaluate the performance and involvement of all instructors and coaches.

## **SECTION 12:**

### **ADVISORS**

Each club is required to have an advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience and insight into university operations and policies. If a club is in need of an advisor, they always have the option to choose the Assistant Director for Competitive Sports. An Advisor must be a full-time faculty or staff member employed by Ohio University.

Pending approval by the Assistant Director for Competitive Sports, Graduate Assistants employed by Ohio University may serve as interim advisors for a period no longer than one academic semester.

The primary role of the club's advisor is to act as the first point of approval of all activities of the club (budget, expenditures, fundraising, purchasing, schedules, and travel). The advisor shall be responsible for ensuring that the activities and undertakings of the club are sound and reflect favorably on Ohio University. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor is to guide and counsel club members where it is appropriate or necessary. Advisors are responsible for the guidance, conduct, and eligibility status of club members.

In addition, the advisor is responsible for:

1. Developing leaders by encouraging the growth of initiative, responsibility, and leadership in the club's officers and student-athletes.
2. Providing oversight of club funds and encouraging sound financial and business practices.
3. Approving all fundraising and developmental plans and activities.
4. Interpreting and ensuring compliance with University policy, philosophy, and Campus Recreation guidelines.
5. Assuring club compliance with state and federal laws.

6. Providing leadership and acting in a professional manner if traveling with clubs. Regulations on sexual harassment, use of alcohol, illegal substances, profanity and discrimination are subject to enforcement.

The Competitive Sports Office reserves the right to evaluate the performance and involvement of all advisors.

## **SECTION 13: EQUIPMENT AND SUPPLIES**

### *POLICIES & PROCEDURES*

**Equipment:** Items considered essential for participation that are expected to be utilized for multiple seasons.

**Supplies:** Items which are utilized and typically replaced every season due to the nature of the sport.

Any equipment, including uniforms, purchased by the club through Campus Recreation (CR) funds or any university account is considered University property. CR funds may not be used for equipment or uniforms that are kept by the club members. Therefore, the club officers must keep an inventory of each piece.

**ALL TEAM EQUIPMENT DEEMED AS ESSENTIAL SAFETY EQUIPMENT MUST BE PROFESSIONALLY INSPECTED ANNUALLY AT THE INDIVIDUAL CLUB'S EXPENSE.**

This policy should enable us to cut down on the amount of equipment lost on a yearly basis and eventually cut down on club expenses caused by lost or stolen equipment.

Should a club member not return university property, a fine will be assessed. Club officers are responsible for reporting this to the Assistant Director for Competitive Sports for assistance in claiming the lost or damaged equipment or the associated fine.

## **SECTION 14: SCHEDULING GUIDELINES**

1. A practice and game schedule must be filled out on IM Leagues by the specific deadline for each semester. It is imperative to provide the Competitive Sports Office with the schedule for your team as soon as possible. Attentiveness in this area will result in free Club Sports publicity and promotion.

**NOTE: The schedule requests for summer activity include the first two weeks of classes in the fall in order for our office to appropriately schedule. If you do not submit a practice request for summer, you will not be permitted to practice during the first two weeks of Fall Semester.**

2. Competitive Sports Supervisors and Athletic Trainers for home contests and events are scheduled 2 weeks in advance. Any event scheduled after that time may not be permitted due to staff availability.
3. Attempt to tentatively create your schedule 4 to 6 months in advance and to schedule as many home events and tournaments as possible.

**NOTE: Clubs need preapproval from the Assistant Director for Competitive Sports to schedule a home event on Homecoming Weekend. Clubs will NOT be permitted to schedule home events during the weekend of Halloween.**

4. Try to schedule your away events within a 200-mile radius of campus. Attempt to avoid excessively long travel, except in the case of regional and national competition.
5. Notify the Competitive Sports Office immediately when a scheduled event changes. This could be something as simple as a change in day, time or a cancellation. Club Officers must update the Semester Event Schedule with any changes. Additionally, please notify the opposing team's contact person and the Campus

Recreation office of any changes as soon as possible. Absences without prior notification will not be tolerated.

6. Clubs are not authorized to sign ANY agreements/contracts without the approval of the Assistant Director for Competitive Sports. Please allow a day or two for review of all documents to be approved. Signing an agreement/contract without approval will result in disciplinary action.
7. Clubs that cannot honor their regularly scheduled events will be suspended from interclub competition at the discretion of the Competitive Sports Administration.
8. For the Combative Arts Room, there is a specific list for who can check out the key for the storage closet. To be added to this list, contact the Competitive Sports GAD's. This list must be updated at the beginning of each semester. **NOTE: There is a \$35 charge for any lost or not returned key.**

**REMINDER: It is your responsibility to notify the Competitive Sports Office within 5 business days with the results of your contests. This is the only way for the Competitive Sports Office to provide current and up-to-date information regarding your club.**

## **SECTION 15: FACILITY RESERVATIONS**

All Campus Recreation facilities, including Bird Arena, Aquatic Center, Golf and Tennis Center, Walter Field House, and Ping Center have their own reservation policy. Please contact the Competitive Sports Office for questions regarding these policies. It is the responsibility of the Club Officers to understand and abide by the cancellation policies at each facility. Please note that each facility may have a specialized cancellation policy. All facility reservations for Campus Recreation facilities must be processed through the GAD's or Assistant Director for Competitive Sports. **No club sport should seek out specific facility Directors.**

### **ARTICLE 1: PRICING**

All Campus Recreation facilities will attempt to minimize cost for all club teams. Please contact the Competitive Sports Office to get exact rental costs prior to an activity or yearly budget projection. Each facility will take in to consideration staffing costs, loss of revenue during open recreation hours, and additional maintenance or operational expense when calculating cost.

### **ARTICLE 2: CLUB SPORTS PRIORITY**

Unless otherwise addressed by the facility, when there is conflict between club sport teams regarding practice or game times, priority may be given to in-season sports and teams that have met the reservation deadlines. If conflict continues, priority may be given to teams in best standing with the Club Sports program, which will be determined by the team with the highest ACP point total from the previous academic year and teams without disciplinary issues as well as tier status.

### **ARTICLE 3: NON-CAMPUS RECREATION FACILITIES**

Unfortunately, Campus Recreation does not operate all facilities used by Club teams, but the Competitive Sports Office will help with and approve all agreements between facility operators and club teams. With advance planning and

organization by the club sport team additional resources may be available to teams when Campus Recreation facilities are unavailable or unsuitable for an activity. All facility reservations for Intercollegiate Athletic facilities must be processed through the GAD's or Assistant Director for Competitive Sports. **No club sport should seek out specific facility Directors.**

### **ARTICLE 4: FIELD AND FACILITY USAGE POLICY**

1. All fields/facilities must be inspected for use by the Safety Officer before each practice, game or event.
2. In the event of a field/facility hazard, report it immediately to your GAD/WTC or the Competitive Sports Supervisor assigned to your event. Don't attempt to play if a hazard is present. This includes unsafe weather conditions.
3. Reservations for practices should be made on a per-semester basis and be submitted by the deadline for each semester. Game reservations should be made as early as possible to ensure facility and staff availability.
4. Inclement Weather Policy – Clubs are not to utilize a field if it is excessively wet. It is the expectation of the individual club to exercise good judgment. Please note the ramifications of that judgment, as an improper decision could lead to the field being unplayable for future events. Clubs that use poor judgment may be placed on probation or suspension for an undetermined period of time. The Competitive Sports Staff, including the Athletic Training Staff, reserves the right to close a field or practice area if conditions are deemed unsafe to participants or the integrity of the field.

The following conditions may make a field unplayable:

- Too much rain/snow
- Irrigation problems or poor field drainage

- **Tornado Watch** - Although the actual condition in the area may not be presently threatening, there is a strong chance of dangerous winds and a tornado.
- **Tornado Warning** - A tornado has been sighted; go to shelter immediately.
  - If outdoors, seek shelter immediately. Stay away from windows and take cushioning objects to protect yourself from flying debris. If at Mill St. or South Green, seek shelter in the interior of the field house or South Green bathroom.
  - Ping Center shelter areas are the locker rooms, bathrooms and Area C Storage. Patrons may leave the building if they so desire, but are advised not to do so and to seek shelter immediately. City emergency sirens will sound for three minutes followed by seven minutes of silence and then a repeat of the three minute siren in the event of a tornado warning.
- **Lightning:** Please use the following guide when enforcing the lightning procedure:
  - If lightning is seen in the sky, cease all activities and calmly evacuate the area.
  - If the Lightning Detection System warns of lightning in the area (one long horn blast), cease all activities and evacuate the area. There will be three horn blasts when the area is safe. **NOTE:** A flashing light signifies one long horn blast has already been dispatched, and the area is unsafe.
  - Give verbal warning to all in the area that lightning is imminent/has been spotted. Have all participants seek shelter in a building or vehicle immediately. If there are no buildings available seek shelter in a ditch or a ravine - never under a tree.

glass containers of any kind are permitted on or around any Club Sports, University or Intramural Sports field or facility. This includes any players, coaches, advisors or spectators. Discipline guidelines are explained in greater detail in this manual. The Competitive Sports Supervisors, Graduate Assistant Directors, and Assistant Director for Competitive Sports reserve the right to remove any individual in violation of this policy.

6. The club is responsible for cleaning up any trash that accumulates on the field or facility as a result of its usage by the club (this includes members of the club, members of the opposing team, spectators, etc.).
  7. Pets are prohibited on the playing area, spectator, and team areas. All pets must remain safely secure with owner, or guardian.
  8. Remove all equipment and supplies from the playing area after each game/practice.
  9. With the exception of Pruitt Field, all Club Sports fields will be closed for use from December break until the end of Spring Break. Conducting practice during this time (without special permission from the Assistant Director for Competitive Sports) subjects your club to possible disciplinary sanctions.
5. Alcoholic Beverage and Tobacco Policy – No alcoholic beverages, tobacco products or

## **SECTION 16:**

### **TRAVEL**

Many clubs will need to travel to various events throughout the year. Club teams are the only university registered student organizations that are given the privilege of utilizing Primary or Secondary accounts for travel purposes. In order to utilize this privilege, clubs must comply with a few additional policies.

### **ARTICLE 1: OFF-CAMPUS TRAVEL**

Club Sports defines travel as any non-routine journey taken for the purpose of participating in events as representatives of Ohio University Club Sports and the Department of Campus Recreation.

Any clubs that travel as a representative of the Ohio University Club Sports Program must adhere to the following policies:

1. Complete the Club Sports Travel Roster/Itinerary Forms on IMLeagues.com and have them approved at least two business days prior to the date of travel in order to be eligible to receive ACP points.
2. Teams who do not meet the ACP deadline must turn in a completed travel roster at least one business day prior to their departure (Thursday for departures on either Saturday or Sunday or after 5:00PM on Friday). A form submitted after 5:00PM on the business day prior to departure is considered late, and a team will not be permitted to travel.
3. Utilize sound judgment throughout the duration of the trip.
4. Communicate the results of the trip to via the Post-Travel Form on IMLeagues.com no later than five business days following the conclusion of the trip.

Clubs who do not fully adhere to the travel policy will:

1. Face disciplinary actions that may include a travel suspension.

2. Forfeit reimbursement privileges for the trip.

As required by state law, all drivers should possess a valid driver's license, a safe driving record, and current, adequate insurance coverage.

A Travel Roster will be accepted only when all traveling members have completed an Assumption of Risk. It is the club's responsibility to review the club roster to ensure that everyone on the trip has a completed Assumption of Risk form. Club Sports will make periodic checks to verify rosters and waivers.

It is in the best interest of the club's finances to research the most economic forms of travel. Some options include but are not limited to:

Transportation Services 740-593-1611  
Enterprise 740-593-7429

In case of a vehicular accident or a major injury incurred at any point during the approved travel, take any and all necessary emergency care steps, and then contact your Competitive Sports GAD immediately to report the incident.

### **ARTICLE 2: EXCUSE LETTERS**

Clubs who are in need of letters justifying their travel for an event must contact the Competitive Sports Office no later than two weeks prior to the event. A completed travel roster **MUST** accompany the request for letters. Please note that these excuse letters are just requests and your professors do not have to accommodate for your absence(s) from class.

Teams who fail to meet that deadline will not receive letters.

Exceptions may be made in the case of regional or national competitions, where a club qualified within the two week period, provided the Competitive Sports Office is notified immediately and a completed travel roster has been submitted.

## **SECTION 17: DISCIPLINE**

Each club within the Ohio University Club Sports program is student run and under the administration and guidance of the Club Sports Administration and the CSEC. **Every club member, coach/instructor, and advisor is responsible for the knowledge of and adherence to the policies set forth by this manual and the Ohio University Student Handbook.**

### **IGNORANCE IS NO EXCUSE.**

#### **ARTICLE 1: ADMINISTRATIVE NON-COMPLIANCE**

Any team that is non-compliant with the Administrative Compliance Program at the start of an academic semester will be subject to disciplinary action. Non-compliant teams are defined as a team who has failed to do ANY of the following:

1. Complete Club Sports re-registration.
2. Attend meetings or officer training without arranging a make-up session by the probation deadline with the Competitive Sports GAD's.
3. Complete required paperwork:
  - a. Assumption of Risk Forms
  - b. End of Semester/Year Reports
  - c. End of Semester/Year Treasurer's Reports
  - d. Event/Practice Schedules
  - e. Travel Rosters
  - f. First Aid/CPR Cards
  - g. Campus Involvement Center Reregistration
4. Spend more money than the club has available in both its primary and secondary accounts.
5. Complete the minimum requirements for red-tier clubs as stated in Section 8.

#### **ARTICLE 2: BEHAVIORIAL NON-COMPLIANCE**

Any violations by the club or individual of State Law, Federal Law, University Policy, or Club Sports Policy will result in a disciplinary hearing with CSEC and Club Sports Administration. A disciplinary hearing will set disciplinary action forth under the following guidelines:

Depending on the severity of the violation, probation, suspension or expulsion as well as a judicial referral may result immediately.

In addition to the aforementioned repercussions, the CSEC and/or Assistant Director for Competitive Sports may take additional action according to the nature of the violation. Serious violations of this nature include, but are not limited to, misappropriation / mishandling of funds, failing to follow emergency procedures, destruction / theft of property (facilities) and conduct which negatively reflects upon Ohio University Club Sports.

#### **ARTICLE 3: PROBATION, SUSPENSION AND EXPULSION**

Should a club commit an infraction; the following measures will be taken:

**INITIAL SUSPENSION:** Clubs on initial suspension will lose access to their SAC account, all practice\* and game privileges, and will not be eligible for incentive or ACP funding until the issue which caused the suspension is resolved. Club Sports Administration will inform all of the club's officers, as well as the advisor, once that club has been placed on initial suspension.

Any incident of administrative or behavioral non-compliance will result in initial suspension until the issue is corrected. Upon conclusion of the investigation of the incident that caused the initial suspension, a club may be subject to one of the following: Probation, Partial Suspension, Full Suspension or Expulsion.

\* The definition of a practice is when at least 33% of the active roster is present and participating.



**NOTE: A team may not remain on initial suspension for more than six weeks. Doing so will result in expulsion.**

**PROBATION:** Any club on probation will no longer be eligible for Excellence or Developmental Funding. Club Sports Administration will inform all officers of the club of this status.

Any of the following will result in probation:

1. Administrative non-compliance
  - a. For a first offense (not currently on probation), a club will be placed on probation for one academic semester\* beyond the semester in which the issue was resolved.
  - b. For a second or third offense (a club is currently on probation), the term of a club's probation will be extended for one additional academic semester\* beyond the previously stated end date.
2. Behavioral non-compliance
  - a. For a first offense, a club will be placed on probation for four academic semesters\*.

\*The Ohio University Club Sports Program does not consider summer session to be an academic semester for the purposes of probation.

Once a team's term of probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

**PARTIAL SUSPENSION:** Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended. Such a suspension will be related to the infraction (i.e., a club whose partial suspension was related to travel may be prohibited from traveling during the term of its partial suspension). Club Sports Administration will inform all of the club's officers, as well as the advisor, once that club has been placed on partial suspension. At the conclusion of the partial suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the partial suspension ends.

The following may result in partial suspension:

1. Administrative non-compliance
  - a. For a travel-related offense, a team may be placed on a travel suspension.
2. Behavioral non-compliance
  - a. For a first offense, a club may be placed on partial suspension for a term determined by Club Sports Administration and the CSEC.

**FULL SUSPENSION:** Clubs on full suspension will lose access to their SAC account, campus recreation facilities and/or fields and will no longer be eligible for incentive or ACP funding until the term associated with their suspension is complete. Club Sports Administration will inform all of the club's officers, as well as the advisor, once that club has been placed on full suspension. At the conclusion of the full suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the full suspension ends.

Any competitive club that has been placed under full suspension will be demoted one tier for the following academic year. Any red tier club that is placed under full suspension will not be eligible for tier promotion for the following academic year. Any instructional club placed under full suspension will not be eligible to apply for competitive club status for the following academic year.

The following may result in full suspension:

1. Administration non-compliance
  - a. For a fourth offense (while a club is on probation).
2. Behavioral non-compliance
  - a. For a first offense, a club may be placed on full suspension for a term determined by Club Sports Administration and the Club Sport Executive Council.

**EXPULSION:** Any club that is expelled from the Club Sports program will completely lose all funding and access to facilities and fields administered by Campus Recreation, and may be referred to the Office of Community Standards and Student Responsibility and the Campus

Involvement Center for further investigation. Ohio University Campus Recreation will not recognize an expelled club as a club sport. SAC account funds will be returned to the Club Sport Executive Council account for re-distribution to the remaining clubs through incentive funding. Any club that has been expelled will not be eligible for reinstatement for a period of at least **one full academic year**.

Any of the following will result in expulsion:

1. Administrative non-compliance
  - a. For a fifth offense while a club is on probation.
  - b. Any one incident of administrative non-compliance that remains unresolved by the club six weeks after the incident occurred.
  - c. Teams who fail to complete minimum Red Tier requirements in a given year.
  - d. Teams who remain in the Red Tier for two consecutive years and make insufficient progress to advance out of the Red Tier shall be expelled from the Club Sports Program at the end of the second year.
2. Behavioral non-compliance
  - a. For a second offense while a club is on probation.
  - b. Any one offense in violation of State Law, Federal Law, University Policy, or Club Sports Policy that is deemed so egregious that it warrants immediate expulsion (i.e., hazing, discrimination, alcohol or drug abuse or wanton destruction of private property).

Any sanctioned Community Service hours must be documented properly and will not count towards ACP program or Tier Placement. All sanctions may be appealed to the Associate Director for Programs within two weeks of the action. Decisions regarding serious disciplinary action and appeals will be distributed in writing to the club President, Advisor, Club Sports Administration, and the Associate Director for Programs.

#### **ARTICLE 4: MEMBERS CONDUCT**

As students of Ohio University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution.

Members of Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities would jeopardize the club's continued status as a recognized club sport.

Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Campus Recreation, Ohio University and / or appropriate legal authorities.

The Ohio University Code of Conduct binds all Club Sports members with particular emphasis given to the following offenses:

Hazing = EXPULSION

Discrimination = EXPULSION

Alcohol and / or Drug Abuse = EXPULSION

Wanton Destruction of Private Property =  
EXPULSION

#### **ARTICLE 5: APPEAL PROCESS**

A club that wishes to appeal any disciplinary decision set forth by the Club Sports Administration must do so within two weeks of the initial ruling. Appeals must be made in writing and sent to a club's GAD.

The CSEC will then make a disciplinary recommendation to the Club Sports Administration. Administration may either accept the recommendation as is or make adjustments. The result of the appeal will then be emailed to a club's officers.

This decision may also be appealed within two weeks of its receipt by a club's officers. Appeals

must be made in writing and sent to a club's GAD/WTC. An appeal hearing will be set, and the Associate Director for Programs will hear the appeal. His/her decision is final.

## **SECTION 18: FINANCIAL ADMINISTRATION**

### **ARTICLE 1: THE ALLOCATION PROCESS & CLUB BUDGETS**

The Department of Campus Recreation will annually allocate a pre-determined amount of university money into the Club Sports Administrative Budget to be utilized by the individual clubs. Once per academic year, each club submits a written needs-based proposal by the stated deadline. After receiving all clubs' proposals, the Competitive Sports Office then finalizes and informs each club of the allocation.

Once the budget process is completed, these funds will be deposited into the individual club accounts. Eighty-five percent (85%) of these funds are split between the various clubs in accordance to the procedures outlined in the Administrative Compliance Points (ACP) Program. Fifteen percent (15%) will be allocated to the CSEC for Excellence Funding, program development and marketing.

The CSEC reserves the right to make minor adjustments if a club has an active disciplinary report, has not followed set criteria, or has mismanaged funds. **Campus Recreation should not be your main source of funding** but it is an important component of your team's fiscal plan. It is very important that you understand this process.

Before funds are deposited into a club's Primary Account, a club must complete the following items:

1. The President, Vice-President, Treasurer, Safety Officer, and Fundraising Chair must complete a new officer training.
2. A needs-based funding proposal must be submitted to the Competitive Sports Office by the deadline listed in the manual. Teams that miss the deadline will not receive needs-based funding for that year.

### **ARTICLE 2: ACCOUNT TYPES**

Each club has two university accounts from which they can draw funds.

**PRIMARY:** All funds that a team is awarded from the Competitive Sports Office or CSEC will be deposited into a club's primary account. Approved expenses for Primary funds include:

- Safety Expenses (CPR/AED and First Aid Certifications for club members, ambulance, police, athletic trainer, insurance, equipment that may be old and dangerous, etc.)
- League, Organization and Tournament Dues
- Equipment (any equipment that may be used for practice or competition that will remain with the club on a year-to-year basis)
- Travel Expenses (travel expenses include car, van or bus rental, airfare and lodging)
- Referee Expense
- Uniforms and Jerseys (any apparel that will remain with the club on a year-to-year basis)

**SECONDARY:** Each team is given their own secondary account which is administered through the Student Organizations department at Chubb Hall. All funds that a club raises (fundraising, dues collection, etc.) must be deposited in this account. Approved expenses for Secondary Accounts include:

- Any expense that may be taken out of their primary account
- Personal gas reimbursements from club travel events
- Apparel that includes personalized items
- Team banquets
- Refreshments for tournaments
- Coach's gifts
- Donations

The Assistant Director for Competitive Sports may freeze, make expenditures or re-allocate university and SAC funds in case of disciplinary problems or misappropriation. The Assistant Director may also authorize payment, when necessary, on delinquent accounts that an individual club has left unattended. Consistently delinquent accounts reflect poorly on both the individual club and the total program and are cause for disciplinary action due to the inability to manage funds properly.

### **ARTICLE 3: OU FOUNDATION & ENDOWMENT ACCOUNTS**

Donations to these accounts are tax-deductible. If you expect to receive a large number of donations or would like to provide your potential donors with an option to make a tax-deductible donation, you may want to consider opening a Foundation Account. New accounts may be established by contacting the Assistant Director for Competitive Sports.

Endowment accounts exist but may take a considerable amount of time for a club to reach. They require an initial deposit of at least \$15,000. The principle then stays in the account and the interest that is earned each year helps to fund the team.

Please refer to Division of Student Affairs Policy regarding spending out of Foundation and Endowment Accounts.

### **ARTICLE 4: FUNDRAISING & SPONSORSHIPS**

The Competitive Sports Office encourages all clubs to remain active in fundraising activities throughout the year in order to keep individual member costs at a minimum. It is the responsibility of the fundraising chair to coordinate fundraising activities and to communicate these activities to the Competitive Sports Office. Clubs will be awarded points for every fundraiser with completed paperwork.

In order for a club to receive credit for a fundraiser they must complete the following:

1. Register the fundraising activity and obtain approval via the Pre-Fundraising Form on IMLeagues.com no later than **3 Business Days** prior to that start of the fundraiser.
2. Report results of the fundraiser via the Post-Fundraising Form on IMLeagues.com within **5 Business Days** of the conclusion of the event.

If a club is planning to host a tournament that will also act as a fundraiser, the club must inform the Competitive Sports Office at least two weeks prior to the event. These types of fundraisers are treated as home events because of the need for supervision.

At the conclusion of the year, a team's fundraising total will be divided by the total number of active club members to give each club a per member amount. Each club's per member amount will be totaled, and each individual club's per member amount will be converted into a percentage all clubs' per member total. That percentage will be multiplied by \$4,000.00 to give each team their fundraising points amount.

Fundraisers must stay within the context of Ohio University and Club Sports' missions. They must project a positive image of the club and Club Sports Program. Therefore, no fundraisers or sponsorships may be associated with alcohol or tobacco products, illegal substances or activities and groups that are discriminatory in nature.

Additionally, credit card application and promotion requests are not allowed as fundraising activities.

With any fundraiser that includes the sale or service of food or beverages **on campus**, a Permit to Sell or Serve Food on Campus must be completed. For additional information regarding this policy, please refer to the Department of Environmental Health & Safety's website:

<http://www.ohio.edu/riskandsafety/ehs/sanitation/policy.htm>

Any fundraiser that includes the sale or service of food or beverages **off campus** must complete all forms required by the appropriate city/county health department. For Athens, the Temporary Food Service Operation License can be found at:

[http://www.health.athens.oh.us/forms/temporary\\_food\\_regulations.pdf](http://www.health.athens.oh.us/forms/temporary_food_regulations.pdf)

All potential sponsorships must be pre-approved by the Assistant Director for Competitive Sports. The Competitive Sports Office is also willing to assist in the procurement of sponsorships for special events.

## **ARTICLE 5: EXCELLENCE AND DEVELOPMENTAL FUNDING**

**EXCELLENCE FUNDING:** A portion of each year's Campus Recreation allocation for Club Sports is set aside to reward teams who have performed at an outstanding level and have the opportunity to represent Ohio University in regional or national competition. This fund, called "Excellence Funding," is managed by the CSEC and can be disbursed at any time during the school year to deserving Green Tier teams.

**DEVELOPMENTAL FUNDING:** Developmental funding, also managed by the CSEC, is defined as money given to teams that are in their introductory period, starting a new initiative (Special event, fundraising event, etc...), or attempting to rebuild an aspect of their club.

## **ARTICLE 6: REQUESTING FUNDS**

The amount of money allocated for Excellence and Developmental Funding is **limited**, and clubs should prepare throughout the year for fiscal restrictions and understand this additional funding opportunity cannot fully fund trips, events, or special needs, but can act as a reasonable aid. Excellence and Developmental Funding is **not** guaranteed to any Club and depends on availability and ability to show need. Clubs do not have a deadline to submit their request but rather should apply for funding when they see fit. No more than one request for Excellence and one for Developmental Funding per team may be honored per academic year.

Funding is allocated primarily on availability and need. Teams that have not collected or attempted fundraisers will not be eligible for funding. Additionally, any clubs currently on disciplinary probation or suspension may not apply for funding.

Each team must:

1. Email a one-page typed proposal to their GAD/WTC in order to initiate a funding request.

Proposals shall include:

- History of the club

- Summary of Fundraising and Community Service events

- Benefits/Needs for funding

Excellence Proposals shall include:

- A description of the event and participants
- An account of how you have reached this level of skill

Developmental Proposals shall include:

- A description of the desired initiative
- A detailed list of supplies needed

2. Prepare and conduct a 20-minute presentation to the CSEC. This Presentation should elaborate on content mentioned in the Proposal. Additionally, presenting members must show sound fiscal planning, especially in the area of fundraising.

**NOTE: A club may not be on disciplinary probation or suspension at the time of this request.**

## **SECTION 19: OFFICE SERVICES**

The Department of Campus Recreation will attempt to provide registered clubs with basic administrative services to assist in their operations.

### **ARTICLE 1: FAX SERVICES**

Clubs have access to a fax machine located in the Ping Offices. Any team may receive or send faxes via: (740) 593-9903. You will not receive your documents unless your team name is specified on a cover page. Club Sports is not responsible for any lost or misplaced documents.

### **ARTICLE 2: MAIL BOXES**

Each team has a mailbox for all incoming correspondence. The individual clubs must handle any outgoing mail. Please check your mail on a regular basis and use the following return address in all correspondence:

Ohio University Campus Recreation  
ATTN: (your club name)  
140 Ping Center  
Athens, OH 45701

Please note you will not receive your mail if it does not appear in the above format.

The Competitive Sports Office also has a mailbox located outside the business office. This mailbox is used for any correspondence that happens **outside** of Competitive Sport Office hours. If you wish for the Competitive Sports Office to receive any document, you must turn it into the mailbox labeled Competitive Sports Office. **Do not place paperwork in your own club's mailbox if it is intended for the Competitive Sports office.**

### **ARTICLE 3: E-MAIL, HOME PAGE, AND SOCIAL MEDIA**

To assist with communication, each recognized student organization has been assigned a unique email address that will be forwarded to your team's President. Your club should use this address in all

of your publicity and correspondence. The Competitive Sports Office has set up its own E-mail address: club@ohio.edu. Should the Competitive Sports Office receive an email for your team, we will forward the message to the president's personal account.

The Competitive Sports Office maintains an official home page with links to each club. All clubs are welcome to submit ideas or requests for additions to their links.

The address is as follows:  
<http://www.ohiou.edu/recreation/club>

Twitter: @OU\_ClubSports

Facebook Page: Ohio University Club Sports

Instagram:  
ouclubsports

### **ARTICLE 4: PUBLICITY**

Club Sports Administration must approve all forms of publicity. This includes but is not limited to: flyers, newspaper ads, letters, brochures, and apparel. All written publicity must have the Division of Student Affairs logo and appropriate contact information visible on the finished product for approval.

All club apparel must be approved before printing.

Any publicity or apparel that portrays a negative image of the Ohio University Club Sports Program and directly contradicts the mission of the Department of Campus Recreation will subject the club and club members involved to strict disciplinary action.

### **ARTICLE 5: FLYERS AND SCHEDULES**

The Competitive Sports Office will assist with designing flyers or schedules if a club submits a rough draft of the information. This option is available on a first come-first served basis, and will be completed as promptly as possible.

All Club Sports flyers must be posted in the proper locations in each facility. Please be aware and respect the posting policies of each individual facility or area. If you wish to post flyers within the Ping Center, you must first seek permission and approval from the Assistant Director for Competitive Sports regarding the location and content.

Club Sports Administration must approve all flyers prior to their posting.

## **ARTICLE 6: ADVERTISING GUIDELINES**

The Competitive Sports Office has developed basic guidelines regarding the use of its name and logo. These guidelines have been produced to ensure continuity within Club Sports and to help create “brand identification” with the organization as a whole. These basic guidelines are:

1. All club advertisement must represent Ohio University and Club Sports in a positive manner.
2. Each club must identify itself as an officially sanctioned Club Sport team by use of the following identifier at the bottom of all advertisements:

### **OHIO UNIVERSITY CLUB SPORTS DIVISION OF STUDENT AFFAIRS**

3. The Assistant Director for Competitive Sports must approve all advertisements of any media or apparel before any disbursement occurs. Any advertisement in association with alcohol, tobacco, gambling or items that could be used to maim, kill, or which could present a high liability exposure will not be approved. Examples are knives, guns, beer, cigarettes, etc.
4. Any designs or modifications of previously approved designs must be submitted to the Assistant Director for Competitive Sports for approval.
5. Any advertisements in correlation with any marks containing profanity, ethnic/gender/

religious slurs, same words and/or phrases with double meanings and poor taste is strictly prohibited.

**NOTE: Club teams may request marketing assistance from the Competitive Sports Marketing Work Team. For additional information, or to request a meeting, please contact your club’s GAD/WTC.**



## **SECTION 20:**

### **WEB INFORMATION**

The Club Sports web site provides a team index listing the President and their email address and will link to a Club's website if it meets the guidelines laid out in Article 1.

### **ARTICLE 1:**

#### **CLUB SPORTS REGULATIONS**

1. All web pages **MUST BE SUBMITTED** to the current GAD and Assistant Director for Competitive Sports for review and linking.
2. Club pages should reflect your club in a positive light and must reflect proper grammar and spelling.
3. Absolutely no personal information should appear on the page unless it is in regard to officers. Personal team pages may be linked at your discretion.
4. Club pages must have a link to the Club Sports Homepage ([www.ohiou.edu/recreation/club](http://www.ohiou.edu/recreation/club)).
5. The Competitive Sports Office should be notified of any drastic changes made to your page.
6. Failure to comply with University or Club Sports web policy will result in the de-linking of your page at the discretion of the Assistant Director for Competitive Sports.
7. Links may be disconnected at any time if seen necessary by the Competitive Sports Staff and/or CSEC.
8. The page must follow University imposed guidelines (i.e., non-discriminatory language, etc.)

## **SECTION 21:**

### **AWARDS**

In conjunction with the Club Sports Annual Banquet and Appreciation Dinner, the Competitive Sports Office and CESC will honor teams for their hard work throughout the year. Each year, deserving teams will be honored with awards including, but not limited to: Team of the Year, Fundraising Team, Community Service Team, and Comeback Team. Teams will be recognized in the Club Sports Office and are awarded a small financial reward for their hard work.

Below is a brief description of the criteria used by the Competitive Sports Staff to determine award winners.

#### **Team of the Year:**

This team has consistently demonstrated excellence throughout the year in all facets of Club Sports. They have remained compliant and have not had any disciplinary problems. Overall, they have succeeded in fundraising and community service, while completing and turning in on time, all necessary paperwork. Most importantly, they have set an example of how Club Sports teams should be operated. They represent Club Sports well through their display of clear communication skills, as well as active attendance, interest, and participation from their members.

#### **Fundraising Team:**

This team has either raised the most money per team member, or has been the most involved in fundraising activities throughout the year. In addition to the number and success of the fundraisers, this team demonstrates creativity and thoughtfulness in their fundraising ideas. Additionally, this team has successfully completed and turned in all necessary paperwork on time with documentation of the hours and money raised for each fundraising event.

#### **Community Service Team:**

This team has completed the most community service hours per team member throughout the year. Additionally, they have demonstrated a genuine desire to improve the community, which is highlighted through their choice of community service projects. They have also successfully completed and turned in all necessary paperwork on

time with documentation of the hours and number of members who worked each community service event.

#### **Comeback Team:**

This team has shown the most improvement as compared to their previous year(s) as a Club Sports team. Overall, they have demonstrated an increased commitment to and active involvement in community service, fundraising, paperwork, and communication with the Club Sports Administration.

#### **Unsung Hero:**

This is an award to recognize an athlete who took on extra duties and helped make their team a success. This award recognizes the fact that without the dedication and love for the game, the team may not have had such a successful year.

#### **Collaboration Award:**

This award is given to a person or department outside of our Club Sports Program that has significantly contributed to the success of the program through their collaboration efforts.

Any team who receives individual team awards, including plaques, trophies, or other type of honorary award should bring them to the Competitive Sports Office for historical preservation and display in the Ping Recreation Trophy Case.

## **SECTION 22: PHOTOGRAPHY/VIDEOGRAPHY**

### **ARTICLE 1: PHOTO/VIDEO RELEASE**

All participants who sign the Assumption of Risk Form are granting permission for Ohio University Campus Recreation, or any other legitimate University entity, to take photos/video of them while participating in Club Sports. The aforementioned may be used in ways that include, but are not limited to; promotional materials, group projects, media coverage, or any other medium deemed appropriate by the Club Sports Program.

### **ARTICLE 2: REQUEST TO TAKE PHOTO/VIDEO**

All individuals who wish to take photos/video of Club Sports activities must follow the policies of the facility in which Club Sports activities are taking place.

## **SECTION 23: ADMINISTRATIVE COMPLIANCE PROGRAM (ACP)**

Club Sports Funding is distributed according to each individual club's fulfillment of the Administrative Compliance Program (ACP) requirements. Points will be awarded to teams as outlined below.

Forty-five percent (45%) of the Annual Club Sports Allocation Funds will be distributed in accordance with the ACP. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team's earned points will then be multiplied by this value to determine the funding to be allocated to each team upon completion of all Officer training sessions.

Ten percent (10%) of the allocated funds will be available based on the fundraising efforts of the individual clubs. At the conclusion of the academic year, a team's fundraising total will be divided by the total number of active club members to give each club a per member amount. Each club's per member amount will be totaled, and each individual club's per member amount will be converted into a percentage all clubs' per member total. That percentage will be multiplied by 4,000 to give each team their fundraising points amount

In order for a club to receive points for a fundraiser they must complete the following:

- Register the fundraising activity and obtain approval via the Pre-Fundraising Form on IMLeagues.com no later than **3 Business Days** prior to that start of the fundraiser.
- Results of the fundraiser must be reported via the Post-Fundraising Form on IMLeagues.com within **5 Business Days** of the conclusion of the event.

The remaining forty-five percent (45%) of the Annual Club Sports Allocation Funds will be distributed to teams based on need as reflected in the projected annual budgets they will create with the Assistant Director for Competitive Sports and their Graduate Assistant Directors. This will be

calculated as a percentage of the total budget for all clubs based on their projected need for the current year. Any club who fails to meet with Club Sports Administration by the announced deadline to create their budget will forfeit their opportunity to receive funding from this method.

## **ARTICLE 1: OFFICER TRAINING**

1. Every competitive club is required to have an elected **President, Vice President, Treasurer, Safety Officer, and Fundraising Chair** for their club. Each Officer Position must be held by a different club member.
2. Every instructional club is required to have an elected **President, Vice President, Treasurer and Safety Officer** for their club. Each Officer Position must be held by a different club member.
3. There will be a training session during spring semester of each year for officers for the following academic year.
4. Attendance at all training sessions or a make-up session is required in order for a club to receive Club Sports Funding.
5. In the event that neither the training meeting nor make-up meeting can be attended, a one-on-one meeting must be scheduled with either GAD for Competitive Sports by the end of the Spring Semester in order to receive the funding that has been allocated to them by Club Sports.
  - a. ACP Points will not be allocated to any club that must schedule a one-on-one meeting.
  - b. Failure to have all Training Sessions completed by the end of the Spring Semester will result in the Club forfeiting 50% of their Club Sports Funding allocation.

**Point Breakdown: 15 points** will be awarded for each Officer who attends their respective training at the regularly scheduled time.

**No points** will be awarded for officers that attend make up sessions after the Spring Training Sessions.

## **ARTICLE 2: MEETING ATTENDANCE**

There will be two General Session meetings during the year (at the beginning of each semester). These must be attended by two representatives from each club.

For Fall General Session, the two representatives must be two officers.

Additionally, a Year End Business Meeting will be held during Spring Semester. Two representatives from each club are required to attend this meeting.

### **Point Breakdown:**

**Attendance at 3 Meetings: 30 points**

**Attendance at 2 Meetings: 20 points**

**Attendance at 1 Meeting: 10 points**

A receipt will be issued, serving as a record of attendance, and should be kept with other important team information in the President's binder.

## **ARTICLE 3: DOCUMENTATION**

Club Sports requires that all clubs complete and turn in various forms on IM Leagues. The deadlines for these forms are outlined on the annual calendar.

These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on IMLeagues.com and shall be submitted electronically on that site.

**No incomplete forms will be accepted.**

Points will be awarded for completing the following documentations by the listed ACP deadline:

1. **CPR/FA Certification:** Copies of CPR and First Aid Certification Cards must be uploaded to IMLeagues.com for the Safety

Officer and additional member before the deadline.

### **Point Breakdown:**

If a team has uploaded certifications for both CPR/AED and First Aid for their Safety Officer, another officer, and any other club member to IMLeagues.com by the ACP deadline: **10 Points**

2. **Event/Practice Schedules:** An Event/Practice Schedule is required for Summer, Fall, and Spring Semesters. **If your club does not have an Event/Practice scheduled for a semester, you are still required to complete a form on IMLeagues.com.**

### **Point Breakdown:**

**Summer Semester – 10 points (for the following year)**

**Fall Semester – 10 points**

**Spring Semester – 10 points**

3. **End of the Semester/ End of Year Reports:** An End of Semester (EOS) report is required for Fall semester and an End of Year (EOY) report is required for Spring Semester. These forms can be completed on IMLeagues.com.

### **Point Breakdown:**

**Fall Semester – 10 points**

**End of Year – 20 points**

4. **Campus Involvement Center Reregistration:** Club Sport teams are Registered Student Organizations and, as such, are required to reregister via OrgSync every year.

### **Point Breakdown:**

**Spring Semester – 7 points (for the following Fall)**

5. **Treasurer Reports:** A Treasurer report is required for Fall and Spring semesters. These forms can be completed on [IMLeagues.com](http://IMLeagues.com)

**Point Breakdown:**

**Fall Semester – 10 points**

**Spring Semester – 10 points**

If the club fails to submit any form by the deadline, or submits an incomplete form, a hold will be placed on the club's account until the form is received. No points will be awarded to the club.

**ARTICLE 4:**

**TRAVEL ROSTER FORMS**

It is extremely important for risk management, liability, and record keeping purposes that the Competitive Sports Office is aware of every instance that a Club Team or a member of a Club Team travels for a Club related function.

1. A Travel Roster is considered complete when all traveling members have completed an Assumption of Risk.
2. A complete Travel Roster must be turned in on [IMLeagues.com](http://IMLeagues.com) **no later than 3 days prior** to the date of departure (Wednesday for a weekend trip) in order to be eligible ACP Points.
3. Travel Roster/Travel Itinerary forms must be approved by the Competitive Sports Office before teams are permitted to travel.
4. If a club fails to submit a completed Travel Roster prior to one business day prior to their departure (Thursday for departures on either Saturday or Sunday or after 5:00PM on Friday):
  - a. The club team shall forfeit reimbursement privileges for all expenses incurred on the trip.
  - b. The club team will be subject to disciplinary action (**See Section 17**).
5. Following the trip, each club must report the results of the trip via the Post-Travel Form on [IMLeagues.com](http://IMLeagues.com) **within 5 business days**.

6. **Only Travel Rosters/ Travel Itinerary forms that are turned in on time, and that have Post-Travel Forms submitted will be considered complete as it relates to both ACP Points and compliance.**

**Point Breakdown:**

Each Travel Roster/Travel Itinerary completed and in **on time**, with recorded results: **5 Points**

**ARTICLE 5:  
DISCIPLINE**

As students of Ohio University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities will jeopardize the club's continued status as a recognized club sport.

Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Campus Recreation, Ohio University and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences is listed in the Club Sports Manual (**See Section 17**). Please refer to the manual for further information. Points will be awarded to those clubs that have no disciplinary violations.

**Point Breakdown:**

No disciplinary violations: **20 Points**  
One or more disciplinary violations: **0 Points**

**ARTICLE 6:  
COMMUNITY SERVICE**

The Club Sports Program encourages clubs to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members

Community service helps create a positive image of your club and the Club Sports Program. Registration forms for special events and community service projects are available in the Club Sports Office.

All community service hours documented properly will count towards Tier Placement. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity; this decision will be up to the discretion of the Club Sports Administration.

For donation events, clubs should utilize this scale to receive hours:

1. Blood drives: 1 person = 2 hours
2. Canned food drives: 6 items = 1 hour
3. Clothing donations: 1 person = 1 hour

In order for the club to receive credit for the activity, the team must:

1. Register the Community Service Event via the Pre-Community Service Form on IMLeagues.com **no later than 3 days prior** to the start of the event.
2. Report results via the Post-Community Service Form on IMLeagues.com **within five days** of the conclusion of the event.

The Competitive Sports Office will verify the event and amount of time each club member spent at the event.

#### **Point Breakdown:**

Community Service: **5 Points for every 20 hours committed to an event (Up to a MAX of 40 Points per year)**

**NOTE:** If a team does not meet the ACP deadlines (i.e., submits a Pre-Community Service Form fewer than 3 days prior to the event and/or submits a Post-Community Service Form more than 5 days after the conclusion of the event), they will not receive ACP Points for the event, but they will receive

credit for the hours for the purposes of meeting their Tier requirements.

#### **ARTICLE 7: STUDENT ADVANCEMENT SEMINAR**

Club Sports strives to promote good leaders and outstanding club sports teams. The goal of these seminars is to provide an opportunity for individual and team growth. CSEC will coordinate each Student Advancement Seminar with the help of the GAD's. In accordance with the Department and Division missions, the program will be a continued commitment to improve the quality of life for students. These will be held once a semester with dates and times to be announced.

#### **Point Breakdown:**

For each person attending one session:

**1 Point (Up to a MAX of 30 points per year OR for clubs with an average active roster less than 15, 100% attendance at the Fall and Spring seminars combined will receive all 30 points)**

#### **ARTICLE 8: GAME DAY RESPONSIBILITIES**

On the day of a home event, the Club communicates with the Supervisor covering the event regarding the status of the game (i.e. cancellations, time changes, etc.). This must be done at least two hours prior to the scheduled competition time.

This game-day contact must be done for ALL home events to receive any ACP points.

#### **Point Breakdown:**

For the first home event: **10 points**  
For each additional home event: **2 points**  
**(Up to a MAX of 20 Points per year)**

#### **ARTICLE 9: AWARDS**

Teams will be awarded points for winning both team of the month and annual team awards.

#### **Point Breakdown:**

Team of the Month: **10 points**  
Fundraising Team of the Year: **15 points**

Community Service Team of the Year: **15 points**  
Comeback Team of the Year: **15 points**  
Team of the Year: **25 Points**

**ARTICLE 10:  
SUPPORTER POINTS**

Club teams shall be rewarded for attending other clubs' home events and providing support.

In order to qualify for these points, clubs must find the Competitive Sports Supervisor on duty at a home event and sign in.

Points are awarded based upon both average roster size and the number of club members who sign in.

**Point Breakdown:**

For clubs who average 20+ members:

1-4 club members attending another club's event: **1 point**

5-10 club members attending another club's event: **2 points**

11 or more club members attending another club's event: **3 points**

For clubs who average fewer than 19 members:

1-2 club members attending another club's event: **1 point**

3-6 club members attending another club's event: **2 point**

7 or more club members attending another club's event: **3 point**

**(Up to a MAX of 20 Points per year)**



**APPENDIX A:  
MISTREATMENT OF ATHLETIC TRAINERS**

Any person(s) or team association(s) working in collaboration with Club Sports or under direct supervision of the athletic trainer assigned to club sports found in violation of Ohio University's Human Resource policies will be notified of a violation by club sports personnel, administration and/or the supervising Athletic Trainer.

All offenses will be documented and reported to the Assistant Director for Competitive Sports and/or the most immediate Competitive Sports Supervisor/GAD, and, if deemed necessary, to university officials.

Upon the first offense, the person(s)/team(s) will receive a verbal warning; whether or not services shall be provided for the remainder of the day will be determined by the Athletic Trainer, and he/she may immediately refer if necessary.

A second offense will immediately revoke all athletic training services, until a meeting with the

Athletic Trainer and/or the involved person(s)/team(s) with the Assistant Director for Competitive Sports shall determine the person(s) and/or team(s) status relative to athletic training services for the remainder of the semester. All athletic training services will be suspended until a meeting with the Assistant Director for Competitive Sports has taken place.

A third offense within the academic year will revoke all team coverage and services by all Ohio University Athletic Trainers and all of that team's athletes needing athletic training services shall be immediately referred to the Hudson Student Health Center. At no point can a team seek any services from another Ohio University affiliated Athletic Trainer other than the designated Athletic Trainer when the team has performed a violation at any point.

Associated HR documentation can be found at:  
<http://www.ohio.edu/hr/policies/>

## APPENDIX B: CLUB EMAIL ADDRESSES

### Archery

[archeryclub@ohio.edu](mailto:archeryclub@ohio.edu)

### Basketball – Women

[ouwcb@ohio.edu](mailto:ouwcb@ohio.edu)

### Crew – Men

[menscrew@ohio.edu](mailto:menscrew@ohio.edu)

### Crew – Women

[wcrew@ohio.edu](mailto:wcrew@ohio.edu)

### Dodgeball

### Equestrian – Hunt

[huntequest@ohio.edu](mailto:huntequest@ohio.edu)

### Equestrian – Western

[westernequest@ohio.edu](mailto:westernequest@ohio.edu)

### Fast Pitch Softball – Women

[fastpitch@ohio.edu](mailto:fastpitch@ohio.edu)

### Fencing – Olympic

[olympicfencing@ohio.edu](mailto:olympicfencing@ohio.edu)

### Golf

[clubgolf@ohio.edu](mailto:clubgolf@ohio.edu)

### Gymnastics

[gymnast@ohio.edu](mailto:gymnast@ohio.edu)

### Kendo

[kendoclub@ohio.edu](mailto:kendoclub@ohio.edu)

### Lacrosse – Men

[clublacrosse@ohio.edu](mailto:clublacrosse@ohio.edu)

### Lacrosse – Women

[wlacross@ohio.edu](mailto:wlacross@ohio.edu)

### Mixed Martial Arts

[oumma@ohio.edu](mailto:oumma@ohio.edu)

### Paintball

[paintb@ohio.edu](mailto:paintb@ohio.edu)

### Quidditch

[ouquidditch@ohio.edu](mailto:ouquidditch@ohio.edu)

### Rugby – Men

[rugby@ohio.edu](mailto:rugby@ohio.edu)

### Rugby – Women

[wrugby@ohio.edu](mailto:wrugby@ohio.edu)

### Sailing

### Soccer – Men

[mensoccer@ohio.edu](mailto:mensoccer@ohio.edu)

### Soccer – Women

[wsoccer@ohio.edu](mailto:wsoccer@ohio.edu)

### Swimming

[swimclub@ohio.edu](mailto:swimclub@ohio.edu)

### Synchronized Ice Skating

[syncskate@ohio.edu](mailto:syncskate@ohio.edu)

### Tae Kwon Do

[taekwon@ohio.edu](mailto:taekwon@ohio.edu)

### Tennis

[tennis@ohio.edu](mailto:tennis@ohio.edu)

### Ultimate – Women

[friswo@ohio.edu](mailto:friswo@ohio.edu)

### Volleyball – Men

[mvolley@ohio.edu](mailto:mvolley@ohio.edu)

### Volleyball – Women

[wvolley@ohio.edu](mailto:wvolley@ohio.edu)

### Water Polo – Men

### Water Polo – Women

[wwpolo@ohio.edu](mailto:wwpolo@ohio.edu)

### Water Ski

[wski@ohio.edu](mailto:wski@ohio.edu)

## APPENDIX C: IMPORTANT DATES

### Fall Semester 2017

#### Meetings

General Session (Attend One)	Aug. 28 <sup>th</sup> 6:30PM & 8:00PM Aug. 29 <sup>th</sup> 6:30PM & 8:00PM	Ping Meeting Rooms
Student Advancement Seminar	TBA	TBA

#### Dates to Know

Club Sports Showcase – Walter Fieldhouse	September 4 <sup>th</sup> 4:00-6:00PM
Fall Schedule Begins	Sept. 11 <sup>th</sup>
Excellence & Developmental Funding Request	As Needed Basis

#### Paperwork Deadlines

Form	ACP Deadline	Initial Suspension Deadline	Form Location
Participant Assumption of Risk (Every Member)	Prior to 1 <sup>st</sup> Participation	Prior to 1 <sup>st</sup> Participation	IMLeagues.com
CPR/AED & First Aid Certifications	Sept. 1 <sup>st</sup>	Sept. 8 <sup>th</sup>	IMLeagues.com
Semester Event Schedule (Fall)	Sept. 1 <sup>st</sup>	Sept. 8 <sup>th</sup>	IMLeagues.com
Semester Event Schedule (Spring)	Nov. 27 <sup>th</sup>	Dec. 1 <sup>st</sup>	IMLeagues.com
End of Semester Report	Dec. 8 <sup>th</sup>	Dec. 15 <sup>th</sup>	IMLeagues.com
Treasurer's Report	Dec. 8 <sup>th</sup>	Dec. 15 <sup>th</sup>	IMLeagues.com

### Spring Semester 2018

#### Meetings

General Session (Attend One)	Jan. 16 <sup>th</sup> 8:00PM Jan. 17 <sup>th</sup> 8:00PM	Ping Meeting Rooms
Budget Meeting with GAD	As Needed	Competitive Sports Office
Officer Training	March 27 <sup>th</sup> 8:00PM March 28 <sup>th</sup> 8:00PM	TBA
End of Year Business Meeting (Attend One)	April 25 <sup>th</sup> 8:00PM April 26 <sup>th</sup> 8:00PM	TBA
Club Sports Annual Awards Banquet	TBA	TBA
Student Advancement Seminar	TBA	TBA

#### Dates to Know

Spring Schedule Begins	Jan. 16 <sup>th</sup>
Allocation Notification	May 11 <sup>th</sup> (Funds available July 1 <sup>st</sup> )
Excellence & Developmental Funding Request	As Needed Basis

#### Paperwork Deadlines

Form	ACP Deadlines	Initial Suspension Deadlines	Form Location
Participant Assumption of Risk (Every Member)	Prior to 1 <sup>st</sup> Participation	Prior to 1 <sup>st</sup> Participation	IMLeagues.com
CSEC Application	NA	Jan. 26 <sup>th</sup>	Competitive Sports Office
New Officers for 2017-18	NA	March 27 <sup>st</sup>	IMLeagues.com
CIC Reregistration	April 13 <sup>th</sup>	April 20 <sup>th</sup>	OrgSync
End of the Year Report	April 20 <sup>th</sup>	April 27 <sup>st</sup>	IMLeagues.com
Treasurer's Report	April 20 <sup>th</sup>	April 27 <sup>st</sup>	IMLeagues.com
Semester Event Schedule (Summer)	April 20 <sup>th</sup>	April 27 <sup>st</sup>	IMLeagues.com
Budget Request (for 2017-18)	NA	May 4 <sup>th</sup>	IMLeagues.com

## APPENDIX D: IMLEAGUES HOW TO VIDEOS

- How to register for a team and complete an AOR:
  - <https://www.youtube.com/watch?v=cDW7XDvcYNY>
  -
- How to fill out fundraising forms:
  - <https://www.youtube.com/watch?v=weRt0SXwgPs>
- How to fill out our community service forms:
  - <https://www.youtube.com/watch?v=IRcihECzSz0>
- How to complete a travel roster:
  - <https://youtu.be/7kYiTNFBEYI>