Club
Sports
Manual
2014 - 2015
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<tr>
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<td>Aug. 25th 6:30pm &amp; 8:00pm</td>
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<td>Fall Schedule Begins</td>
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<tr>
<td>Budget Request &amp; Presentation</td>
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GENERAL PROGRAMMATIC INFORMATION

Ohio University Club Sports Mission Statement
The Ohio University Club Sports Program, administered by the Department of Campus Recreation, is dedicated to the mission of providing and developing leadership opportunities for students interested in a sport or activity. In accordance with the Division of Student Affairs mission, Club Sports is committed to improving the quality of life for students, faculty and staff, as well as encouraging healthy lifestyle choices. Each club is student-run and establishes an organizational framework, leadership, and schedule to meet the needs of their membership.

Campus Recreation Mission Statement
The Department of Campus Recreation provides diverse facilities and programs that complement the mission of Ohio University and experiential learning opportunities for all students, and especially those in related fields. The department promotes physical, emotional, and social growth of individuals by encouraging the development of lifelong skills and positive attitudes through recreational activities.

I. CLUB SPORTS ADMINISTRATION

SUPERVISORS
Club Sports Supervisors are undergraduate employees who are collectively assigned to every club within the program. The supervisor serves as the primary Club Sports contact person for each of their assigned teams. Supervisors may be visible at practices, games and other club events.

The Club 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 Manager 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.

PRACTICE VISITATIONS
Club Sports Supervisors will be performing practice visitations for each team on a regular basis. Supervisors are present to provide support, answer questions and continue to build relationships with their individual clubs. Additionally, supervisors will ensure that each club member has completed the Participant Assumption of Risk and is on the active roster. Club Sports members should always have a valid ID for these practice visitations. Team Officers will sometimes be given prior warning of these visitations, but some will also be done spontaneously.

STUDENT DIRECTORS
The Student Directors (SD) of both Office Operations and Risk Management will act as Club Sports Supervisors and serve as student leaders to their peers and the Club Sports program. Both will work closely with the GA to ensure a cohesive effort.

The Club Sports Student Directors’ responsibilities include, but are not limited to:
- Fostering quality relationships with the student-athletes, officers and advisor of each club.
- Training current supervisors and officers on Club Sports policies and procedures.
- Overseeing the day-to-day operations of the program.
- Evaluating and improve the program to best meet the needs of a diverse student body.

GRADUATE ASSISTANT
Throughout the year, each club will have the opportunity to interact with the Graduate Assistant (GA) of Club Sports. The GA will play a vital role in the entire Club Sport organization.

The GA’s duties include, but are not limited to:
Actively assisting clubs in supplemental fundraising activities
Serving as a customer service representative by assisting Supervisors with handling athlete concerns and questions dealing with departmental policies and procedures
Distributing funds and serving as advisor to the Club Sports Executive Council (CSEC)

ATHLETIC TRAINING STAFF
The Ohio University Club Sports Program currently employs one Graduate Assistant Athletic Trainer (AT) 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 on the website, 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:
- 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 GA at least TWO weeks in advance of the event.**

CLUB SPORTS EXECUTIVE COUNCIL
The purpose of the Club Sports Executive Council (CSEC) is to act as a liaison between Club Sports members and Club Sports Administration. CSEC, under the direct authority of the Assistant Director of Club Sports, is a volunteer 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. CSEC meets on an as needed basis. **Any and all Club Sport members are invited to attend these open meetings.** Additionally, they may be contacted at ohiou.csec@gmail.com.

The primary functions of the Council are to advise Club Sports Administration on the following:
- Provide a forum for clubs to discuss general concerns.
- Manage Excellence Funding and Developmental requests.
- Conduct appeal hearings for sanctions imposed by the Club Sports Administration.
- Review membership applications for new Club Sports teams / activities.
- Accept responsibilities as assigned by the Assistant Director of Club Sports.
- Provide leadership, direction and guidance for Club Sports membership.

II. ELIGIBILITY
- All undergraduate and graduate students registered for at least one credit hour at Ohio University are eligible to join a club.
- A majority (50% + 1) of club members must be students enrolled in at least one credit hour.
- 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.
- 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.
- A member is not permitted to tryout, practice or play until a Participant Assumption of Risk has been completed through IMLeagues.com.
- Intercollegiate athletes are not eligible to participate in Club Sports. Please contact the Athletic Director or Assistant Director of Club Sports with any specific questions.
- No club may restrict membership on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity or expression, age, or military veteran status.
- Club Sport Athletes ARE eligible to participate in Intramural Sports, however, participation is limited. Please refer to the Intramural Sports Policies and Procedures for details.

If any questions of eligibility arise, contact the Club Sports Office immediately to have those inquiries answered. Each club member must follow all applicable Club Sport eligibility guidelines.

**NOTE:** Club teams must update rosters as soon as a team member has a change in status. It is the responsibility of the club president to inform all club members of these regulations and guidelines.

### III. TIER SYSTEM

**Requirements and Benefits**

Every Club Sport will be put into a tier depending on the status of the Club. A club’s placement within a tier will result in benefits relating to facility space, scheduling and funding opportunities. Regardless of tier status, all clubs must re-register with Club Sports and the Campus Involvement Center on a year basis.

#### INSTRUCTIONAL TIER

**Requirements**
- No competitions needed
- No league affiliation needed
- An average of 5 community service hours per person per year
- Must have a President, Vice President, Safety Officer, and Treasurer
- Student Advancement Seminar (SAS) Attendance: 25% of the active roster per semester

**Benefits**
- Access to Needs-Based and Developmental funding available
- No facility rental cost for practices for club controlled facilities
- Free equipment storage and available equipment maintenance

#### GREEN TIER

**Requirements**
- Six or more league competitions
- Must provide proof of league membership or governing body
- Have the potential for competing in regional or national tournament
- An average of 20 community service hours per person per year
- Student Advancement Seminar (SAS) Attendance: 25% of the active roster per semester
- Must deposit 50% of *requested* need based budget into account

**Benefits**
- First round of facility scheduling in draft format, ACP points determine draft rank for club controlled facilities
- Access to greatest amount of Needs-Based, Excellence and Developmental funding
- No facility rental cost for practices for club controlled facilities
- Free equipment storage and available equipment maintenance

#### WHITE TIER

**Requirements**
- Three or more competitions per year
- An average of 10 community service hours per person per year
- Student Advancement Seminar (SAS) Attendance: 25% of the active roster per semester
- Must deposit 25% of *requested* need based budget into account

**Benefits**
- Second round of facility scheduling in draft format, ACP points determine draft rank for club controlled facilities
- Access to Needs-Based and Developmental funding
- No facility rental cost for practices for club controlled facilities
- Free equipment storage and available equipment maintenance

**RED TIER**

*Requirements*
- An average of 5 community service hours per person per year
- Student Advancement Seminar (SAS) Attendance: 25% of the active roster per semester

*Benefits*
- Access to Needs-Based funding
- No facility rental cost for practices for club controlled facilities
- Free equipment storage and available equipment maintenance

**TEAM ASSIGNMENTS**

For the 2014-2015 academic year, teams are assigned as follows:

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<td>Men’s Rugby</td>
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<tr>
<td>Synchronized Skating</td>
<td>Water Ski</td>
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<td>Women’s Volleyball</td>
<td>Women’s Water Polo</td>
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<td>Mixed Martial Arts</td>
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**EVALUATION PROCESS**

Instructional and Red Tier teams will have the option every year to apply to change their status. To do so, please send a request to be evaluated for a change in tier status to the Club Sports GA. White and Green tier teams will be evaluated by Club Sports Administration every year. This process will take place at the conclusion of the 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, attendance at Student Advancement Seminars, fundraising efforts and community service. Each club has the opportunity to complete tier requirements from the previous academic year’s commencement to the conclusion of the current academic year’s commencement. The evaluation process is based upon status of clubs progress towards requirement completion at the time of the evaluation.

**APPEALS**
A club that wishes to appeal its placement within the tier system must do so in writing by Friday, April 3, 2015. All appeals must be sent to the Graduate Assistant of Club Sports.

IV. ORGANIZATION AND LEADERSHIP OF A CLUB SPORT

OFFICER DESCRIPTIONS AND RESPONSIBILITY

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 (i.e. Community Service Officer). Five different club members must hold each of the 5 officer positions. 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.

TREASURER: The Treasurer has responsibility for the financial wellbeing of the club, preparing semester budgets and reports, and keeping record of all internal and external transactions for the club.

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

SAFETY OFFICER: The Safety Officer has responsibility for safety of the club members during competition, practices, travel and team events. He or she is to have Adult CPR/AED for the Lay Responder and First Aid certifications that are valid throughout the current academic year. Additional guidelines are outlined in the manual under Safety and Risk management.

All officers will be elected for the full academic year. In the event that a current officer cannot fulfill his or her duties, the club is required to appoint a new officer within the guidelines of the club’s constitution and complete a Change of Officer form. Additionally, that individual needs to be trained immediately. The club is responsible for its officers and the officers are responsible for the actions of their club members during all club activities. Use your Club Sport Supervisors, Student Directors and Graduate Assistant as resources.

SAFETY OFFICER 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 and all other officers as much as possible:

- Club Sport Safety Officers, other officers, club members, coaches/instructors and advisors should emphasize safety during all club related activities.
- 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.
- 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.
- 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 Club Sports Office.
- Club Sports are expected to abide by all local, state and national health and safety regulations.
- In addition to the Safety Officer, at least one officer and one member from each club must be certified in Adult CPR/AED for the Lay Responder and First Aid throughout commencement of the current
academic year. At least one of these individuals must be present at all club functions at home or away to handle any emergency situations.

- The Safety Officer and alternate members are responsible for obtaining a valid certification. Periodically, Ohio University will offer classes to certify members in Adult CPR/AED for the Lay Responder and First Aid. Please sign up in advance.
  - **NOTE:** If a club has any of the three certified members leave the club for any reason, they must provide the Club Sports Office with a certified replacement or the club will be placed on initial suspension and all practices and events will be canceled until the situation is rectified.
- All clubs should have a First Aid kit at each practice, game and/or special event.
- 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.
- Prior to their participation in the team’s open practices, members, prospective members and nonmembers must complete the Participant Assumption of Risk. Additionally, all participants who sign the Participant Assumption of Risk are granting permission for Ohio University Campus Recreation, or any other legitimate University entity, to take photos/videos of them while participating in Club Sports.

**INSTRUCTORS AND 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 of Club 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 Club Sports and Department of Campus Recreation Mission Statement. In an effort to maintain a fair, democratic environment, said dismissal will be discussed with club officers and the CSEC prior to dismissal. All Coaches and Instructors must abide by the following rules:

- All Club Sport Coaches/Instructors must complete and submit a Coach/Instructor Agreement and Coach/Instructor Application form to the Club Sports office every year. After these forms have been collected, the coach/instructor will meet with the Assistant Director or GA of Club Sports to approve their coach/instructor status.
- 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.
- 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.
- Participation in Club Sports is completely voluntary, and monetary rewards or scholarships shall not be promised or given to any player or prospective player.
- Coaches and Instructors are required to have membership to the Charles J. Ping Student Recreation Center in order to be admitted for club practices.
- Club Sports reserves the right to evaluate the performance and involvement of all instructors and coaches.

**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 of Club Sports. An Advisor must be a full-time faculty or staff
member employed by Ohio University. Pending approval by the Assistant Director of Club 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:

- Developing leaders by encouraging the growth of initiative, responsibility, and leadership in the club’s officers and student-athletes.
- Providing oversight of club funds and encouraging sound financial and business practices.
- Approving all fundraising and developmental plans and activities as well as all travel plans.
- Interpreting and ensuring compliance with University policy, philosophy, and Campus Recreation guidelines.
- Assuring club compliance with state and federal laws.
- Providing leadership and acting in a professional manner if traveling with clubs. Regulations on sexual harassment, use of alcohol, illegal substances, hazing, profanity and discrimination are subject to enforcement.

Club Sports reserves the right to evaluate the performance and involvement of all Advisors.

V. FACILITY MANAGEMENT PROCEDURES

A practice and game schedule must be turned into the Club Sports Office by the specific deadline for each semester. It is imperative to provide the Club 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.

SCHEDULING GUIDELINES

- Club Sport Supervisors and Athletic Trainers for home contests and events are scheduled two weeks in advance. Any event scheduled after that time may not be permitted due to staff availability.
- 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 to schedule a home event on Homecoming Weekend. Clubs will NOT be permitted to schedule home events during the weekend of Halloween.

- 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.
- Notify the Club Sports Office immediately when a scheduled event changes. This could be something as simple as a change in day, time or a cancellation. Additionally, please notify the opposing team’s contact person. Absences without prior notification will not be tolerated.
- Clubs are not authorized to sign ANY agreements/contracts without the approval of the Assistant Director of Club Sports. Please allow a day or two for review of all documents to be approved.
- Clubs that cannot honor their regularly scheduled events will be suspended from interclub competition at the discretion of the Club Sports Administration.
- 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 Club Sports GA. 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 your supervisor within 5 business days with the results of your contests. This is the only way for the Club Sports Office to provide current and up-to-date information regarding your club.

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 Club Sports GA for questions regarding these policies. It is the responsibility of the Club Officers to understand and abide by the cancellation policies at each facility. Additionally, reservations must be requested and reserved through the GA or Assistant Director of Club Sports. No club sport should seek out specific facility Directors.

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

CLUB SPORTS PRIORITY
Unless otherwise addressed by the facility, when there is conflict between Club Sports teams regarding practice or game times, priority may be given to the team in regards to:
1. Tier standing
2. Clubs with the highest ACP point total
3. Teams without disciplinary issues

NON-CAMPUS RECREATION FACILITIES
Campus Recreation does not operate all facilities used by the Club Sport program, including but not limited: to Peden Stadium and Pruitt Field. Club Sports Administration will help with and approve all agreements between facility operators and Club Sport teams. With advanced planning and organization by the Club Sports teams, additional resources may be available to teams when Campus Recreation facilities are unavailable or unsuitable for an activity.

FIELD AND FACILITY USAGE POLICY
- All fields/facilities must be inspected for use by the Safety Officer before each practice, game or event.
- In the event of a field/facility hazard, report it immediately to your Club Sports Supervisor. Don’t attempt to play if a hazard is present. This includes unsafe weather conditions.
- 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.
- No alcoholic beverages, tobacco products or glass containers of any kind are permitted on or around any Club Sports or University field or facility. This includes any players, coaches, advisors or spectators.
- 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.).
- Pets are prohibited on the playing area and team areas. All pets must remain safely secure with owner or guardian.
- Remove and clean up all equipment and supplies from the playing area after each game/practice.
- With the exception of Pruitt Field, all outdoor Club Sports fields will be closed for use from December break until the end of Spring Break.
- 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. The Club 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.

Conditions that may make a field unplayable:

- Too much rain/snow
- Irrigation problems or poor field drainage
- **Tornado**: 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.
- **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. 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.

VI. **FINANCIAL ADMINISTRATION**

**THE ALLOCATION PROCESS AND 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, typically in April, each club presents their Needs-Based funding proposal for university funding to Club Sports Administration and CSEC for the upcoming academic year. Each club is responsible for submitting a written proposal by the stated deadline and then presenting their Needs-Based proposal on the assigned date. The Club Sports Office has a template to facilitate this presentation. After hearing all proposals, CSEC then recommends to Club Sports Administration the amount of funding each club should be allocated from university funding. Club Sports Administration then finalizes and informs each club of the allocation. These funds will be allocated through various methods including Needs-Based Requests, the Administrative Compliance Points (ACP) Program, CSEC funding and award incentives.

Each club is allowed to use allocated university funds (Primary Funds) on the expenses listed below. The expenses are listed in order of importance and may be allocated accordingly:

- 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)

Before funds are deposited into club accounts, clubs must complete the following items:
- The President, Vice-President, Treasurer, Safety Officer, and Fundraising Chair must complete a new officer training.
- Every club officer must attend the Fall General Session Meeting.
- A Needs-Based funding outline was presented to Club Sports Administration and CSEC.

In addition to university funding, clubs are encouraged to raise funds for their clubs. This could be in the form of fundraising efforts, collecting dues, donations, etc. University funds should not be your main source of funding. Each team is given their own Student Organization Account (SAC) administered through the Student Accounts department at Chubb Hall. All funds collected MUST be deposited in this account. Each club is allowed to use their SAC funds (Secondary Funds) on the expenses listed below:
- 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 of Club 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.

**Foundation and 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 of Club 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 the Division of Student Affairs Policy regarding spending out of Foundation and Endowment Accounts.

**Fundraising and Sponsorships**
Club Sports strongly encourages and rewards all clubs that 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 in conjunction with all club officers to coordinate fundraising activities and to communicate these activities to Club Sports Administration. Clubs will be awarded points for every pre-registered fundraiser with completed paperwork.
In order for a club to receive credit for a fundraiser they must complete the following:
- Register the fundraising activity through IMLeagues.com (Pre-Fundraising Form) and obtain approval no later than 5 Business Days prior to that start of the fundraiser.
- Report results of the fundraiser through IMLeagues.com (Post-Fundraising Form) 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 Club 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.

Fundraisers and sponsorships 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. All potential sponsorships must be pre-approved by the Assistant Director. 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

EXCELLENCE AND DEVELOPMENTAL FUNDING

Excellence Funding (Green Tier Clubs): A portion of each year’s university 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 teams.

Developmental Funding (Green, White & Instructional Tier Clubs): Developmental funding, also managed by the CSEC, is defined as money given to teams that are in their introductory period, starting a new initiative (Community service event, etc.), or attempting to rebuild an aspect of their club.

REQUESTING ADDITIONAL 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 attempted fundraisers will not be eligible for funding. Additionally, any clubs currently on disciplinary probation or suspension due to behavioral non-compliance may not apply for funding.

PROGRAMMATIC EXPECTATIONS

I. ADMINISTRATIVE EXPECTATIONS

CLUB SPORTS EXPECTATIONS AND GENERAL GUIDELINES

It is the responsibility of Club leadership to:
Understand that 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 Code of Conduct.

Operate the club within the guidelines set forth by the Department of Campus Recreation, Ohio University, Club Sports Administration and the CSEC.

Ensure that all club members are eligible for participation, have proper insurance (each athlete should double check their own insurance) and have essential club member information on file with both the club President as well as the Club Sports Office. Members are strongly encouraged to consult a physician prior to participation in any club sport activity.

Follow financial guidelines, reporting procedures and scheduling methods as well as guidelines in relation to reserving facilities for practice, competitions and any fundraising activities.

Ensure that no club member engages in any form of physical, mental or emotional hazing of members or prospective members. Additionally, all must create and foster a safe and supportive environment for all members involved.

Understand that 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 of Club Sports.

Check and update their team roster regularly.

Elect and submit contact information for new officers or changes to officers as needed.

Remain in constant contact with their Club Sport Supervisor to discuss team schedule, treasurer’s report, roster, and other club related issues.

**TRAVEL**

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

**OFF-CAMPUS TRAVEL**

Club Sports defines travel as any non-routine journey taken for the purpose of participating in events (i.e. competitions, community service, fundraising, etc.), 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:

- Complete the Club Sports Travel Roster through IMLeagues.com and have them approved by the Wednesday prior to the date of travel in order to be eligible to receive ACP points.
- Teams who do not meet the ACP deadline must complete a travel roster through IMLeagues.com prior to their departure (Friday by 5:00PM for weekend trips). Failure to do so may result in the trip being cancelled or inhibit a club from future travel.
- Clubs are required to have one of their three CPR/AED and First Aid certified members traveling.
- Utilize sound judgment throughout the duration of the trip.
- Communicate the results of the trip to the Club Sports Office no later than five business days following the conclusion of the trip.
- Alcohol consumption or drug use during a club-sponsored event is prohibited. This includes, but is not limited to the following:
  - Traveling to or from an event as a player, spectator or coach.
  - While at event site or within the vicinity of the event site as a player, spectator or coach.
  - In hotel, motel, campsite, etc.
  - On site before, during or after practice or home event.

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

- Face disciplinary actions that may include a travel suspension.
- Forfeit reimbursement privileges for the trip.

**DRIVER VERIFICATIONS**
As required by state law, all drivers should possess a valid driver’s license, a safe driving record, and current, adequate insurance coverage. If a club member plans on driving themselves or other club members to a club sports event, they must complete a Driver Verification Form by submitting a copy of their driver’s license, vehicle registration and insurance through IMLeagues.com before submitting a Travel Roster.

**Note:** A Travel Roster will be accepted only when all traveling members have completed a Participant Assumption of Risk, a member with a current CPR/AED and First Aid certification is also traveling, and any member using their personal vehicle to travel is on file as a Verified Driver. It is the club’s responsibility to review the club roster to ensure that everyone on the trip has the appropriate paperwork on file.

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 OR 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 Club Sports Supervisor to immediately report the incident. Your Supervisor will relay the message to the necessary stakeholders.

**EXCUSE LETTERS**
Clubs who are in need of letters justifying their travel for an event must contact their Club Sports Supervisor no later than one week prior to the event. Teams who fail to meet that deadline will not receive letters. Please understand that an excuse letter is simply a request of faculty to make alternative arrangements for classwork, and is not a guaranteed excuse. Exceptions will be made in the case of regional or national competitions, where a club qualified within the one week period, provided the Club Sports Office is notified immediately.

**II. ADMINISTRATIVE NON-COMPLIANCE**
Clubs are strongly encouraged to remain compliant with the Administrative Compliance Program (ACP) to not only benefit their team financially in the future but to also adhere to Club Sports deadlines. Teams may be found non-compliant if they have failed to do ANY of the following:

- Complete Club Sports re-registration yearly.
- Attend meetings or officer training without arranging a make-up session by the final deadline with any Club Sport Supervisor.
- Complete the minimum requirements for red-tier clubs.
- Complete required paperwork by the Final Deadline:
  a. Participant Assumption of Risk
  b. End of Semester and Year Reports
  c. End of Semester and Year Treasurer’s Reports
  d. Semester Schedules
  e. Travel Rosters
  f. CPR/AED and First Aid Certifications
  g. Club Constitution
III. BEHAVIORAL EXPECTATIONS

Ohio University and Campus Recreation possess certain values to which they expect all students and student organizations to abide by. Behavioral expectations of Club Sports teams and members include but are not limited to the following:

SPORTSMANSHIP
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 and abide by the decisions made.
- Let the Assistant Director of Club Sports represent you in legitimate grievances to your league or national governing body.
- Honor all commitments for games, practices, seminars, and events.
- Be a courteous host to visiting teams and a gracious guest when you go to visit other teams.
- Participate in the friendly spirit of competition and be gracious in defeat and noble in victory.
- Be proud you are a Bobcat and be honorable in representing Ohio University.

ALCOHOL & DRUGS
Ohio University and Campus Recreation take seriously the use and misuse of alcohol and other drugs. As a result the following expectations apply:

- Alcohol consumption or drug use is prohibited while:
  - Traveling to or from an event as a player, spectator or coach.
  - At event site or within the vicinity of the event site as a player, spectator or coach.
  - In hotel, motel, campsite, etc.
  - On site before, during or after practice or home event.
  - At all practices, competitions and Club Sports events.
  - In all Ohio University owned and/or controlled facilities.
  - Wearing Club Sports apparel.

- Members may not provide in any way alcohol to persons under the age of 21.
- Members may not use any illegal substances or misuse prescription drugs.

HAZING
Ohio University maintains the autonomy of campus organizations within the constraints of the established rules and regulations as outlined in the Student Code of Conduct, the Student Handbook and the Student Organization Guide. Initiation into campus organizations and other activities undertaken by such organizations or individuals must be consistent with the stated purposes of the organization and the educational mission of Ohio University. Any activities that may be construed as hazing are specifically and unequivocally prohibited.

The Student Code of Conduct defines hazing as a Code A Offense as stipulated under Section A4 (Mental or Bodily Harm to Others). Violation of a Code A Offense may result in sanctions of suspension or dismissal of the individual or organization from the university.

When a campus organization and/or individual is found to be involved in a possible hazing activity, the university shall initiate disciplinary action. Such action shall be conducted in compliance with conduct proceedings as outlined in the Student Code of Conduct. Organizations and/or individuals found in violation of the Student Code of Conduct shall be subject to the range of sanctions available to the university as outlined in the Student Code of Conduct.
SEXUAL MISCONDUCT
Sexual harassment includes sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature that is unwelcome and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint. Sexual misconduct is further defined by Ohio University policy 03.004 and is a violation of A4 (Mental or Bodily Harm to Others) as defined by the Student Code of Conduct.

TRAVEL EXPECTATIONS
Traveling as a Club Sport team representing Ohio University is a privilege. As such the following is expected while traveling:
- Follow all administrative requirements in a timely manner prior to departing as previously described.
- Follow the designated Emergency Action Plan.
- Refrain from alcohol consumption while traveling.
- Respect the property of others, including but not limited to hotels, host sites, rented and personal vehicles, personal property, etc.

MISUSE OF FUNDS
It is a privilege to be allocated university funds and have access to a SAC account. You are expected to be a good steward of those resources. The following expectations apply when it comes to using university funds or a SAC account:
- All financial obligations should be addressed in a timely manner.
- Efforts to fundraise need to align with the mission of Ohio University and Campus Recreation. Additionally, all fundraiser must be preapproved by Club Sports Administration.
- All funds generated by a Club Sport (i.e. fundraisers, dues, donations, etc.) must be deposited in the organization’s SAC account at the Bursar’s Office within 2 business days.
- Club Sports funds may not under any circumstance be used for personal expenses.

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 will not be tolerated. 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. Please refer to the Appendix with regard to the Student Code of Conduct.

OTHER CONDUCT UNBECOMING OF A CLUB SPORTS STAKEHOLDER
- Behavior that does not align with the mission and vision of Club Sports, Campus Recreation and the Division of Student Affairs.
- Any behavior that violates the Student Code of Conduct.

IV. BEHAVIORAL NON-COMPLIANCE
Club Sports teams are strongly encouraged to remain compliant with, but not limited to, the behavioral expectations set forth in this manual. Teams may be found non-compliant if they have failed to do ANY of the following: Violated expectations in regards to:
- a. Sportsmanship
- b. Alcohol and Drugs
- c. Hazing
- d. Sexual Misconduct
e. Travel Expectations  
f. Misuse of Funds  
g. Member Conduct  
h. Other Conduct Unbecoming of a Club Sports Stakeholder

V. DISCIPLINE PROCESS

Should a club not comply with an administrative expectation the following process will take place: The club will be given notice by the Assistant Director of Club Sports that they have been non-compliant with an expectation. The Assistant Director will notify the club of a meeting with either the Graduate Assistant of Club Sports or the Assistant Director depending on the severity of the infraction. At this meeting, the Graduate Assistant or Assistant Director will discuss with the Club President and/or other connected members to the alleged non-compliance.

When an allegation of behavioral non-compliance is brought forth to Club Sports Administration, the Assistant Director of Club Sports will first consult with the office of Community Standards and Student Responsibility to determine the best course of action. Depending on the severity of the alleged infraction, a club may be placed on initial suspension. It should be noted that the Assistant Director of Club Sports, Campus Recreation and the office of Community Standards and Student Responsibility reserves the right to place a club on initial suspension. Club Sports will work in tandem with the office of Community Standards and Student Responsibility to conduct an investigation into the allegation(s). Pending the outcome of the investigation the club may be reinstated or formal charges of the Student Code of Conduct may be filed against the club or individuals, or both. If charges are filed, the process outlined in the Student Code of Conduct will take place. Please note: If the charges are of a criminal nature, Club Sports reserves the right to file charges with Ohio University Police Department or other appropriate agencies.

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.

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

After these initial actions are taken, the appropriate party (i.e. Graduate Assistant and/or Assistant Director of Club Sports, the office of Community Standards and Student Responsibility, etc.) will determine a sanction to the club which may include, but is not limited to the following:

WARNING

Clubs may be given a warning for a first-time, low-level incident. In this case, clubs will generally be given an opportunity to correct the non-compliance within a reasonable amount of time. If the club does not correct the issue, or the issue continues to arise, more severe sanctions may occur.

PROBATION

Any club on probation may lose eligibility for Excellence or Developmental funding at the discretion of the Assistant Director of Club Sports. Clubs may lose their current tier status and/or be ineligible to apply for an upgrade in tier status for up to one calendar year post probation. Any club on probation that is found in violation of subsequent charges will be at risk for suspension or dismissal. Club Sports Administration will inform all officers of the club of this status.

Any of the following may result in probation:

1. Administrative non-compliance
2. Behavioral non-compliance
**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.

The following may result in partial suspension:

1. Administrative non-compliance
2. Behavioral non-compliance

**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. 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. Administrative non-compliance
2. Behavioral non-compliance

**DISMISSAL**

Any club that is dismissed from the Club Sports program will completely lose all funding and access to facilities and fields administered by Campus Recreation. Ohio University Campus Recreation will not recognize any dismissed 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 dismissed will not be eligible for reinstatement for a period of at least **one full academic year**.

Any of the following will result in dismissal:

1. Administrative non-compliance
2. Behavioral non-compliance

**Note:** Any sanctioned Community Service hours must be documented properly and will not count towards ACP program or tier placement.

**VI. APPEAL PROCESS**

Any sanctions that were given from the office of Community Standards and Student Responsibility may be appealed directly to that office within three business days of the decision per the appeal policy in the Student Code of Conduct.

Appeals may be filed for the following reasons:

a. Inappropriate sanction;

b. New evidence which was not available at the time of sanctioning and is found to be substantial enough to have changed the sanction.

**Note:** A team may not appeal it’s placement on initial suspension.
CSEC Review
A club that wishes to appeal any disciplinary decision set forth by the Assistant Director of Club Sports must do so within one week of the initial ruling. Appeals must be made in writing and addressed to the Club Sports Executive Council.

CSEC will meet in closed session, within a reasonable period of time, will either grant or deny the appeal by a majority vote. If the appeal is granted, the sanction may be changed. The person/club filing the appeal will be notified in writing of CSEC’s decision by the Assistant Director of Club Sports within a reasonable period of time.

Associate Director Review
CSEC’s decision may also be appealed within one week. Appeals of CSEC’s decision must be made in writing and addressed to the Associate Director of Campus Recreation, Programs. The Associate Director of Campus Recreation, Programs, within a reasonable period of time, will either grant or deny the appeal. If the appeal is granted, the sanction may be changed. The Associate Director of Campus Recreation, Programs may only change sanctions that were determined by the Assistant Director of Club Sports or CSEC. The person/club filing the appeal will be notified in writing of the decision by the Associate Director within a reasonable period of time. Their decision is final.
APPENDIX

Student Code of Conduct: Code A Offenses

A student or student organization found to have violated any of the following offenses will be subject to the full range of sanctions (reprimand, disciplinary probation, suspension or expulsion). Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

1. **Academic Misconduct** - Dishonesty or deception in fulfilling academic requirements. This includes, but is not limited to: cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without consent of the instructor. Note: An instructor may impose a grade penalty for academic misconduct and/or file a disciplinary referral.

2. **Dishonesty** - Conduct covered by this offense includes but is not limited to:
   a. furnishing false information to the university by forgery, altercation or misuse of documents or records;
   b. furnishing to the university a written or oral false statement;
   c. furnishing false identification to a university or civic official.

3. **Mental or Bodily Harm to Self** - Conduct that causes harm or has the potential to harm one's self. Conduct covered by this offense includes but is not limited to:
   a. intentionally inflicting mental or bodily harm upon one's self;
   b. taking reckless, but not accidental, action from which mental or bodily harm could result to one's self (e.g., abuse or alcohol or other drugs).

4. **Mental or Bodily Harm to Others** - Conduct that causes harm or has the potential to harm another. Conduct covered by this offense includes but is not limited to:
   a. intentionally inflicting mental or bodily harm upon any person;
   b. attempting to inflict mental or bodily harm upon another person;
   c. taking any reckless, but not accidental, action from which mental or bodily harm could result to another person;
   d. causing any person to believe that the offender may cause mental or bodily harm;
   e. sexual misconduct; Please see Ohio University Policy 03.004 & Sexual Misconduct Statement
   f. any act which demeans, degrades, disgraces anyone;
   g. coercing another to engage in an act of membership in a student organization that causes or creates a risk or mental or bodily harm to any person (e.g., hazing).

5. **Discrimination** - Civilly, criminally or administratively prohibited unequal treatment or a person on the base of race, age, gender, creed, religion, national origin, ability, veteran status or sexual orientation.

6. **Disruption/Obstruction** - Obstructing or interfering with university functions or any university activity.

7. **Civil Disturbance** - Conduct which involves disturbing the peace in conjunction with a civil disturbance. Disturbing the peace under such circumstances can be defined as, but is not limited to:
   a. disorderly conduct;
   b. failure to comply with the directives of law enforcement or university officials;
   c. failure to comply with an order of dispersal and other such conduct which can reasonable be construed to involve disturbing the peace and good order of the community during such an occurrence.

8. **False Report of Emergency** - Causing, making or circulating a false report or warning of fire, explosion, crime or other catastrophe.

9. **Destruction of Property** - Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with university property or the property or any person or business.
10. **Theft or Possession or Stolen Property or Service** - Conduct covered by the offense includes but is not limited to:
   a. taking without consent the property or service of the university, another person, business or organization;
   b. possessing property that can reasonably be determined to have been stolen from the university, another person, business or organization.

11. **Trespassing** - Forcible or unauthorized entry into any university, public or private facility, room or grounds.

12. **Possession of Dangerous Weapons or Materials** - Unauthorized possession or a dangerous weapon or material, including, but not limited to firearms, compressed-air guns, pellet guns, BB guns, illegal knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous ordnance as defined by Ohio law.

13. **Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Narcotics** - Conduct covered by this offense includes but is not limited to:
   a. manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin or marijuana except as defined by offense B-6;
   b. misuse or abuse of legal drugs or narcotics;
   c. possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic, other than marijuana as defined in offense B-6.

14. **Violation of Criminal Law** - Alleged violation of any federal, state or local criminal law where the conduct of a student or student organization interferes with the university's exercise of its educational objectives or responsibilities.

15. **Misuse or Abuse or Computers or Computer Networks** - Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, network, cable television network or communication network including telephone or computer lines and wireless networks. (See Ohio University Policy and Procedures 91.003: Computer and Network Use Policy.)

16. **Misuse of Safety Equipment** - Unauthorized use or alteration or firefighting equipment, safety devices or other emergency safety equipment.

17. **Aiding or Abetting** - Helping, procuring or encouraging another person to engage in the violation of a Code A offense.

18. **Violation of Disciplinary Probation** - Violation of the student code of conduct while on disciplinary probation or violation of the terms of one's probation.

**Student Code of Conduct: Code B Offenses**

A student or student organization found to have violated any of the following offenses will be subject to a sanction or reprimand or disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

1. **Unauthorized Use of Property or Service** - Unauthorized use of property or service or unauthorized possession of university property or the property of any person, organization or business.

2. **Disturbing the Peace** - Disturbing the peace and good order of the university and surrounding communities.

3. **Failure to Comply** - Conduct covered by this offense includes but is not limited to:
   a. failure to comply with legitimate directives of university officials (including residence life staff), law enforcement, or emergency personnel in the performance of their duties (e.g. failure to identify one's self when so requested);
   b. violation of the terms of a disciplinary reprimand.

4. **Unauthorized Use of University Keys or Other Access Devices** - Unauthorized use, distribution, duplication or possession of any key or other access device issued for any university building, structure, room or facility.
5. **Misuse of Identification** - Transferring, lending, borrowing or altering university identification.
6. **Possession or Use of Marijuana** - Conduct covered by this offense includes but is not limited to:
   a. possession of marijuana when such possession would constitute a minor misdemeanor;
   b. use of marijuana;
   c. possession of a device (drug paraphernalia) that has been used to ingest marijuana.
7. **Unauthorized Use or Alcoholic Beverages** - Violation or state law or university regulations in accordance with the use or sale of alcoholic beverages.
8. **Violation of Rules Regarding Residence Halls and Dining Facilities** - Violation or the Ohio University Housing Contract, Guide to Residential Living or other published rules and regulations of university residence halls and dining facilities.
   a. Noise
   b. Visitation Violation
   c. Illegal Items
   d. Dining Hall Violation
   e. Empty Alcohol Containers in an Underage Room
   f. Throwing Objects/Taking Screens Out of Windows
   g. Smoking
   h. Pet Visitation Policy
   i. Improper Room Change
   j. Other
9. **Aiding or Abetting** - Helping, procuring or encouraging another person to engage in a Code B offense.