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**ITEMS HIGHLIGHTED IN GREY THROUGHOUT THIS DOCUMENT REPRESENT NEW CONTENT**

**ITEMS HIGHLIGHTED IN YELLOW THROUGHOUT THIS DOCUMENT REPRESENT COVID-19 ADJUSTMENTS**

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13. Important Dates
MISSION
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.

VISION
To deliver the most transformative recreation experience in the country.

CONTACT INFORMATION
General Information
Ping Center, Room 140
Fax: 740-593-9903

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Assistant Director of Competitive Sports
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Lillie Booth
Work Team Chair of Club Sports
Email: lt003416@ohio.edu

Melissa Stokes
Graduate Assistant Athletic Trainer
Email: ms229018@ohio.edu

OUPD & Ambulance
Emergency ........................................ 911
OUPD Non-emergency................. 740-593-1911

Club Mailing Address
{Club Name}
c/o Campus Recreation Ping Center
1 Ohio University Drive
Athens, OH 45701
PROGRAM STRUCTURE

CAMPUS RECREATION STAFF

ASSOCIATE DIRECTOR OF PROGRAMS
The Associate Director of Programs helps oversee the Club Sports program by assisting in the appeals process. The Associate Director of Programs has the authority to act with or in the place of the Assistant Director of Competitive Sports at any time.

ASSISTANT DIRECTOR
The Assistant Director (AD) of Competitive Sports assists with overseeing all aspects of the Club Sports Program and shall serve as the primary advisor to the Club Sports Executive Council (CSEC), as well as an advocate for the clubs to the university. They are available for individual club consultation and advising on all club matters. They will have the authority to implement disciplinary action against a club or members for policy violation.

GRADUATE ASSISTANTS DIRECTORS
The Graduate Assistant Directors of Competitive Sports (GADs) will play a vital role within the entire organization. Each club will be assigned either to one of the two GADs or the Club Sports Work Team Chair (WTC) who will be their primary contact person with the Competitive Sports Office. The GADs duties include, but are not limited to:

- Serving as a customer service representative and assisting Supervisors with handling member concerns and questions dealing with departmental policies and procedures
- Actively assisting clubs in supplemental fundraising activities, paperwork, and other operational functions
- Planning and supervising the execution of publicity and promotional strategies in cooperation with local media and the Campus Recreation Marketing Department
- Conducting Officer Training, General Sessions, and other meetings
- Serving as advisors to the CSEC

CLUB SPORTS WORK TEAM CHAIR
The Ohio University Club Sports Program will utilize an undergraduate student work team to assist in the oversight of the program. The chair of this team will share responsibilities with the Graduate Assistant Directors. The Work Team’s duties include, but are not limited to:

- Assisting in the collection of data and review of forms submitted by the clubs
- 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

COMPETITIVE SPORTS 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 members, 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 as well as practice visitations
- Serving as first responder and initiating emergency procedures when necessary
- Overseeing the compliance of each club with Club Sports policies and procedures
ATHLETIC TRAINING STAFF

The Ohio University Club Sports Program currently employs one Graduate Assistant Athletic Trainer and a staff of undergraduate volunteer student trainers. This staff provides general athletic training services to any member of any Ohio University Club Sports program in the athletic training room located in Grover Center. The staff is available for injury evaluation and rehabilitation during training room hours, which are scheduled by the Graduate Assistant Athletic Trainer. The Graduate Assistant Athletic Trainer must be notified of any head, neck, or back injuries from any club activities.

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

- Men’s Lacrosse
- Men’s Rugby
- Women’s Rugby
- Men’s Soccer
- Women’s Soccer
- Quidditch

*Collision practices will be determined by drills and skills practice, following the policies and procedures set forth by the university. Home events must be located at an on-campus facility. Any non-contact club that wishes to have athletic trainer services during an event or practice needs to request service one month in advance via email. If there is an athletic trainer available, the club will be charged $25 per hour. The Club Sports Program does not guarantee these services. If a club member schedules a time to meet with the Athletic Trainer for treatment and does not show up, the club will be charged $25 per missed appointment.

ATHLETIC TRAINER MISTREATMENT

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.

CLUB SPORTS EXECUTIVE COUNCIL

The Club Sports Executive Council (CSEC), under the direct authority of the Assistant Director of 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.

CSEC EXECUTIVE BOARD

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 executive board is to advise on the following:

1. Provide direction for the implementation of new policies and regulation.
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 potential new Club Sports
6. Accept responsibilities as assigned by the Assistant Director for Competitive Sports

The CSEC meets on a semiweekly basis. Any interested Club Sports member who wishes to serve the program should follow the selection and representation procedure below:

1. Complete a CSEC Officer Application in the Spring Semester by the deadline for the following academic year.
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.
5. Each club can only have one representative on the council.

NOTE: 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 GADs.

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CONSTITUTIONS

Each year, clubs must submit a constitution which details the policies and structure of the club. Each club’s constitution must contain the minimum elements:

1. The club’s name
2. Membership requirements – this must include a written description of
   a. Any tryout process, if applicable
   b. Any membership tiers, if applicable
   c. Any member expectations regarding attendance, community service, fundraising, or other participation
   d. Dues payment instructions and a policy on dues reimbursement should a member leave the club
   e. Member removal process
   f. This must also include a non-discrimination statement
3. Officer descriptions
4. Election process
5. Officer removal process
6. Constitution amendment process

All constitutions must not contain any information contradictory to the Club Sport Manual or any other Ohio University guidelines (student code of conduct, CIC handbook, etc.)

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. Clubs may elect to have additional officer positions as deemed necessary by the club’s members or constitution. Club Sports have five required officer positions: President, Vice-President, Treasurer, Safety Officer and Fundraising Chair. Each unique officer position must be held by a different student member. All officers must be students currently enrolled Ohio University in Athens.

PRESIDENT

The President has responsibility for oversight of the Club and officers. The President is the liaison between the club and the Advisor, Supervisor, Club Sports Administration, CSEC, and other University or community contacts. The President should organize meetings with their GAD/WTC at least once per semester to discuss club schedule, financial status, roster, and other club related issues.

VICE PRESIDENT

The Vice President duties may vary, however it is their responsibility to represent the club if the President is unable and if the President is no longer able to fulfill their duties, they will act as interim President until one is elected.

FUNDRAISING CHAIR

The Fundraising Chair has responsibility for all club fundraisers. The Fundraising Chair should register all fundraising activities on IMLeagues 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, but are encouraged to consider one.

SAFETY OFFICER

The Safety Officer has responsibility for safety of the club members during competition, practices, travel and club events. The Safety Officer is to have CPR and First Aid certifications that must be filed through IMLeagues. Additional guidelines are outlined in the manual under Safety Officer Guidelines.
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. The Treasurer is responsible for submitting the End of the Year Budget Request when eligible.

TRAINING REQUIREMENTS
All officers will be elected for the full academic year. Club Sports WILL NOT acknowledge any new officers until Officer Trainings have been completed in the Spring Semester. 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. ACP Points will not be allocated to any club that must schedule a one-on-one meeting. 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.

If a new officer is added after the start of the academic year, the club must submit a new Change of Officer form on IMLeagues and schedule a training with a GAD. Officer Training must be scheduled within two weeks of the submission of the form to avoid disciplinary action.

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.

CLUB MEMBERSHIP
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 submitted and approved by Competitive Sports Staff via IMLeagues.
6. Non-members participating in open club 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 Practice Visitations 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.
9. It is the responsibility of the club officers to check and update their club roster via IMLeagues and inform Competitive Sports Office when members need to be removed.

SAFE INCLUSIVE ENVIRONMENT
Discriminatory harassment, hazing, and/or bullying based on race, color, national origin, disability, status as a veteran, religion, sex, sexual orientation, gender identity, age, and other identifiers is not tolerated as part of this program. Ohio University Club Sports program requires respect of all individuals’ gender autonomy; acknowledgement that biological sex, gender identity and gender expression are not binaries. A central purpose of this policy is to allow trans-identified athletes to play on single-sexed club that reflect their gender identity. Ohio University will provide support of clubs’ trans-inclusive participation regardless of more restrictive National Governing Body policies.
ASSUMPTION OF RISK & CONDUCT AGREEMENT

All club members must sign an Assumption of Risk Form (AOR) and have it approved by Competitive Sports Staff via IMLeagues prior to participation. Failure to fulfill this responsibility will result in disciplinary action. If a person attends more than one practice, an AOR Form should be completed for that person. The person can be removed from roster later. It is the responsibility of the officers to ensure that all club members are eligible for participation.

- It is recommended that all Club members obtain a physical examination by a qualified physician prior to participating in Club Sport related activities.
- All club members are required to have health and/or accident insurance.
  - OU assumes no medical or financial responsibility for voluntary participation in Club Sports.
- Each Club Sport is responsible for the actions of its members, guests, spectators, or fans at any club practice or event. Failure to control irresponsible acts or failure to discipline may result in disciplinary action for the individuals or the club itself.
- Students under 18 require consent from a parent or guardian by a signature or an email to the Assistant Director of Competitive Sports.
- If the AOR form is not completed and approved by the club sports office by 12:00pm the day before a home competition, the member will not be permitted to compete. For travel roster policies, see the description on requirements for travel in Section 8.

COACHES/INSTRUCTORS

Club Sports requiring the services of a coach or 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. Club Sports must follow their National Governing Body’s policies on Coaches/Instructors.

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 their 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. The form is on IMLeagues. After these forms have been collected, the coach/instructor will meet with the Assistant Director or GADs of Competitive Sports to approve their coach/instructor status. No coach can be paid without the forms completed.
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 club practices and competitions. The coach/instructor 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 Ping Student Recreation Center in order to be admitted for club practices. Please contact the Competitive Sports Office about obtaining a coach membership.
6. The coach is recommended to get a background check prior to working with a club.
   1. For clubs with minors (those under 18 years of age) on the roster, coaches are required to complete a background check prior to working with the club.
7. A coach should be CPR/AED certified. Please contact the Competitive Sports office about discounted classes.
ADVISORS

Each club is required to have an advisor to provide direction and help maintain continuity in club programming. 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.

The primary role of the club’s advisor is to act as the first point of approval of all activities of the club. 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 the following:

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. 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.
6. The Competitive Sports Office reserves the right to evaluate the performance and involvement of all advisors.
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 clubs as outlined below.

OFFICER TRAINING

All recognized Club Sport Officers must complete training requirements. Training for each academic year happens the Spring Semester prior to the Fall Semester. For example, officers for the FY2021 will be trained in FY2020 Spring Semester. Clubs are awarded 15 points for each officer that completes training in the Spring Semester and stays in their designated position for the entire time outlined in each Club Sport Constitution.

Max Points: 75

MEETING ATTENDANCE

Club Sports Administration holds three mandatory meetings through the year: Fall General Session, Spring General Session, and the End of the Year Meeting. Attendance at each meeting is given 10 points. There needs to be two officers at each meeting.

Max Points: 30

PAPERWORK

Club Sports Administration requires each club to complete paperwork in order to gather more information from the club. Each paperwork has two deadlines: ACP Deadline and Suspension Final Deadline. Each ACP deadline is 10 points. List of paperwork that needs completing:

<table>
<thead>
<tr>
<th>CIC Re-Registration</th>
<th>Spring Event &amp; Practice Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Semester Practice &amp; Event Schedule</td>
<td>End of the Year Treasurer Report</td>
</tr>
<tr>
<td>CPR/First Aid Certifications</td>
<td>End of the Year Report</td>
</tr>
<tr>
<td>Fall Event Semester Schedule</td>
<td>Inventory List</td>
</tr>
<tr>
<td>Fall Treasurer’s Report</td>
<td>Alumni List</td>
</tr>
</tbody>
</table>

Max Points: 120

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

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.

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.

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

Treasurer Reports: A Treasurer report is required for Fall and Spring semesters. These forms can be completed on IMLeagues.com or each club can submit their budget templates.
Inventory Report: A club is required to submit a complete list of all equipment and supplies.

Alumni Contact List: This form will be a tracker completed to compile a list of all past members of each club.

If the club fails to submit any form by the deadline, or submits an incomplete form, the club will be placed on Initial Suspension. No points will be awarded to the club.

**DISCIPLINE**

Points will be awarded to those clubs that have no disciplinary violations. If a club does not require any disciplinary action the entire year, the club received 20 points. If a club receives a disciplinary action, the club receives 0.

**Max Points: 20**

**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.

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 bag = 1 hour
4. Monetary Donations: Up to the discretion of CSEC or Assistant Director of Competitive Sports

In order for the club to receive credit for the activity, the club 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 has the right to verify the event and amount of time each club member spent at the event.

**NOTE:** If a club does not meet the ACP deadlines, 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.

**Max Points: 40**

**STUDENT ADVANCEMENT SEMINAR**

Club Sports strives to promote good leaders and outstanding club sports. The goal of these seminars is to provide an opportunity for individual and club growth. CSEC will coordinate each Student Advancement Seminar with the help of the GADs. 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 at least once a semester with dates and times to be announced.

**Max Points: 30**

1 Point per additional member that attends over the tier requirement.
MARKETING

Clubs will use social media accounts to engage potential members. In order to track marketing, the club must tag @bobcatwellbeing (Instagram), OHIO Community Recreation (Facebook), or @OHIOCampusRec (Twitter) on posts via their club account. The club may only receive points for up to three posts a month.

**Max Points: 20**

**Point Breakdown:**
- 30 tags: **20 points**
- 20 tags: **15 points**
- 10 tags: **10 points**

RECRUITMENT & RETENTION EVENTS

Clubs will interact with potential members via recruitment and retention events. Recruiting and maintaining a strong membership base is vital to the existence of any club.

**Recruitment:** a face to face interaction that assists with the recruitment of new club members. Examples of such include call-out meetings, demos, and tabling.

**Retention:** activities not related to your sport that encourage group bonding, such as club socials, team dinners and award banquets. Cannot include alcohol, or immediately follow a competition.

**Max Points: 20**

**Point Breakdown:**
- Party at Ping: **15 points**
- Involvement Fairs: **10 points**
- All other events: **2 points**

AWARDS

In conjunction with the Club Sports Annual Banquet, the Competitive Sports Office and CESC will honor clubs for their hard work throughout the year. Each year, deserving clubs will be honored with awards including (but not limited to): Club of the Year, Fundraising Club, Community Service Club, and Comeback Club. Clubs 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.

**Club of the Year**

This club 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 clubs 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.

**Club of the Year:** 20 points

**Fundraising Club**

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

**Fundraising Club:** 15 points

**Community Service Club**

This club has completed the most community service hours per club 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.

**Community Service Club:** 15 points
Comeback Club
This club has shown the most improvement as compared to their previous year(s) as a Club Sports club. Overall, they have demonstrated an increased commitment to and active involvement in community service, fundraising, paperwork, and communication with the Club Sports Administration.

Comeback Club: 15 points

Unsung Hero
This is an award to recognize an athlete who took on extra duties and helped make their club a success. This award recognizes the fact that without the dedication and love for the game, the club 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.

Club of the Month:
A club of the month will be selected by the Competitive Sports Office each month during the academic year for excelling in requirements and leadership.

Club of the Month: 10 Points

SUPPORTER POINTS
Clubs shall be rewarded for attending other clubs’ home events and providing support in other approved Campus Recreation programming.

CLUB HOME/FUNDRAISING EVENTS
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. Those who sign in must be in attendance for the entire duration of a single-game event or at least 1.5 hours of any other home event. Exemplary behavior and active attention to the event are also expected in order to earn points. Based on the Fundraising event, the club may be required to submit a photo.

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

INTRAMURAL SPORTS
Club Sports can participate in Intramural Sport Leagues/Special Events. The club will receive points if the team does not forfeit any games. An intramural sports roster must be made up of at least 75% club members to qualify for supporter points, and may not be in a related sport to the club.

League: 10 points
Special Event: 5 points

Supporter Max Points: 20 Points per year
*Throughout the year, the Competitive Sports may add additional Supporter Events through the University Programs.
EMAIL RESPONSES

Club can receive points for responding to the question correctly in the Club Sports Weekly Email. If one person responds to each email each week, they will get 5 points a month.

Email Max Points: 35 Points per year
TIER SYSTEM

Every club will be placed 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. Free equipment storage
4. Available equipment maintenance

GREEN TIER

REQUIREMENTS:
1. Three or more competitions per year. * Competitions include the number of days of competitive participations.
   a. * - may provide proof of inability to register for three competitions
2. Proof of league membership or governing body.
3. Potential for competing in regional or national tournament
4. 10 community service hours per person per year*
5. Student Advancement Seminar (SAS) attendance: One attendance for 50% of roster per year*
6. 15% of requested needs-based budget deposited into SAC account from fundraising – dues not considered

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. One or more competitions per year.* Competitions include the number of days of competitive participations.
   a. * - may provide proof of inability to register for any competitions
2. 5 community service hours per person per year*
3. Student Advancement Seminar (SAS) attendance: One attendance for 25% of roster per year*
4. 10% of requested needs-based budget deposited into SAC account from fundraising – dues not considered

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 (PROBATIONARY 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 TIER

REQUIREMENTS:
1. 5 community service hours per person per year*
2. Student Advancement Seminar (SAS) attendance: One attendance for 50% of roster per year*

TIER-SPECIFIC BENEFITS:
1. Access to Developmental funding

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 club’s IMLeagues roster size every month.
CLUB TIER ASSIGNMENTS

For the 2020-2021 academic year, clubs’ tier assignments are as follows:

<table>
<thead>
<tr>
<th>Green</th>
<th>White</th>
<th>Instructional</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s Basketball</td>
<td>Archery</td>
<td>Kendo</td>
<td>None</td>
</tr>
<tr>
<td>Men’s Crew</td>
<td>Boxing</td>
<td>Mixed Martial Arts</td>
<td></td>
</tr>
<tr>
<td>Women’s Crew</td>
<td>Equestrian Western</td>
<td>Tae Kwon Do</td>
<td></td>
</tr>
<tr>
<td>Dodgeball</td>
<td>Fencing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equestrian Hunt</td>
<td>Golf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s Lacrosse</td>
<td>Gymnastics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quidditch</td>
<td>Men’s Lacrosse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Men’s Rugby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Women’s Rugby</td>
<td>Sailing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Men’s Soccer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Softball</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Swimming</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Synchro Skating</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tennis</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Men’s Ultimate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Women’s Ultimate</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Men’s Volleyball</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Women’s Water Polo</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Water Ski</td>
<td></td>
</tr>
</tbody>
</table>

EVALUATION PROCESS

Instructional and Red Tier clubs 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 Semester.

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 Administrative Compliance Program (ACP). Each club has until the week before the day of Commencement 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: Clubs 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.

APPEALS

A club that wishes to appeal any tier placement decision set forth by the Club Sports Administration must do so within 72 hours (3 days) of receipt of notification. Appeals must be made in writing and sent to a club’s GAD/WTC.

Club Sports Administration may either accept or deny the appeal. The result of the appeal will then be emailed to a club’s officers.

The result of the initial appeal may also be appealed within 24 hours of its receipt by a club’s officers. Appeals must be made in writing and sent to the Assistant Director of Competitive Sports. An appeal hearing will be set, and the Associate Director for Programs will hear the appeal. His/her decision is final.
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. Be a gracious host to visiting teams and a gracious guest when you go to visit other teams. The Club Sports program takes sportsmanship related issues very seriously and any unsportsmanlike or inappropriate behavior is grounds for possible disciplinary action.

INTRAMURAL SPORTS PARTICIPATION

Club Sport Athletes are eligible to participate in Intramural Sports; however, their 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 club 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 member. Those who do not leave at that point are considered Club Sport members for the remainder of the academic year. In addition, Club Sport Coaches are considered Club Sports members for Intramural Sports participation purposes.

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

<table>
<thead>
<tr>
<th>CLUB SPORT</th>
<th>RELATED INTRAMURAL SPORT</th>
<th>MAXIMUM CLUB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Softball, Wiffleball</td>
<td>2</td>
</tr>
<tr>
<td>Basketball</td>
<td>Basketball</td>
<td>2</td>
</tr>
<tr>
<td>Dodgeball</td>
<td>Dodgeball</td>
<td>2</td>
</tr>
<tr>
<td>Fastpitch</td>
<td>Softball, Wiffleball</td>
<td>2</td>
</tr>
<tr>
<td>Golf</td>
<td>Golf</td>
<td>May have one per pair</td>
</tr>
<tr>
<td>Soccer</td>
<td>Soccer</td>
<td>2</td>
</tr>
<tr>
<td>Tennis</td>
<td>Tennis</td>
<td>May doubles-1 per pair</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>Ultimate Frisbee</td>
<td>2</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Volleyball, Sand Volleyball</td>
<td>2, none in 2 v 2</td>
</tr>
</tbody>
</table>

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. Sports include both gender-identified sports – (i.e. Women’s Soccer and Men’s Soccer can only have two combined athletes on a soccer team.)

NOTE: Clubs must update rosters as soon as a 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, they will be suspended for at least the remainder of the intramural season and from club activity for at least 2 weeks or 1 competition. Suspension durations may be extended at the discretion of the Club Sports Executive Council.

CLUB SPORT BENEFITS

- **Programming Assistance:** The Assistant Director and Graduate Assistant Directors are available for problem solving, advice, and direction. Club members and officers are encouraged to schedule meetings, stop by, email or call for assistance.
- **Risk Management Resources:** CPR/AED, and Standard First Aid (SFA) classes are provided at a discounted rate for club sport members. Clubs can also check out first aid supplies for free to use when they are outside of Competitive Sports staffed facilities. *Incident Forms must be completed if supplies are used.*
- **Storage:** Clubs may request equipment storage space as necessary and when available.
- **Facility/Field Space:** Clubs can request space in a number of Campus Recreation and other University facilities for practices or events.
- **Equipment Usage:** Equipment including chairs, tables, scoreboards, flip scores, coolers, may be provided for events when inventory is available and requests are made at least 2 weeks in advance.
- **Event Staffing:** Competitive Sports Supervisors will be scheduled for any home events, tournaments, or special events.
- **Mailing Address:** Each Club has a mailbox in Ping Recreation Center. Clubs must use the Club Sports office as a permanent mailing address when purchasing equipment from their Primary Account.

STARTING A NEW CLUB SPORT

Any group of students with a collective interest in a sport related 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 Competitive Sports Office for assistance.

A club sport is a student organization that has been established to promote and develop the interests and skills of members in a particular sport or athletic activity. The Competitive Sports office reserves the right to refuse recognition to any clubs it cannot support, for example clubs requiring extensive university resources and/or clubs involving high liability or risk factors which cannot be reasonably overseen by the club and the Competitive Sports staff.

1. Create a registered Student Organization by visiting the Campus Involvement Center (CIC) 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.** The club will also need to have a **Faculty/Staff Advisor.**
3. 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 an application. This application should be emailed to the **Assistant Director for Competitive Sports.** After the completion, the organization will have a meeting with the **CSEC** to petition for membership and make your Request for Affiliation presentation.
   a. At this meeting, the presentation should include information on members, goals, history, and why the officers want to be part of Club Sports.
4. 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.** The club will be under evaluation for the entire year in regards to meeting attendance, paperwork compliance, following of policies and procedures, and communication with the Competitive Sports office.
5. Before the beginning of this Introductory Period, the club is required to conduct an orientation meeting with the **GADs of Competitive Sports.** During this orientation, they will review the manual, outline expectations, and discuss the administration and operation of the Club Sports Program.
6. Clubs serving their 1-year Introductory Period are not eligible to receive Allocation funding, but they will accrue points under the Administrative Compliance Program (ACP).

7. 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.

**CONTRACTS**

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. Please allow at least four weeks for review of all documents to be approved. Signing an agreement/contract without approval will result in disciplinary action.

**MEMOS OF UNDERSTANDING**

MOU’s (or memorandum of understanding) is a formal agreement between two or more parties. Companies and organizations can use MOU’s to establish official partnerships. MOU’s are not legally binding but they carry a degree of seriousness and mutual respect, stronger than an “agreement”. If an MOU is offered instead of a contract, this may be easier to be processed. Provide at least two weeks in advance of the due date for revision.

**NATIONAL GOVERNING BODIES**

Clubs are to be governed by the rule and regulations established from Ohio University, Campus Recreation, and Campus Involvement Center. If applicable, clubs should follow recommendations from their National Governing Body that pertain to effective, efficient administration of their sport or activity.

**ALCOHOLIC BEVERAGE AND TOBACCO POLICY**

**ON-CAMPUS**

No alcoholic beverages, tobacco products or glass containers of any kind are permitted on or around any University or Competitive Sports field or facility. Club officers are responsible for everyone attending their events; this includes any players, coaches, advisors or spectators. 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.

**OFF-CAMPUS**

No alcoholic beverages or non-prescribed controlled substances shall be present or consumed by club sport members while traveling or participating in club sponsored events. Failure to abide by these rules and/or guidelines will subject the club sport and/or individual club members to disciplinary procedures, including possible referral to the Office of Student Ethics.
SAFETY OFFICER RESPONSIBILITIES

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. Clubs 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 required Officer. At least one of these three individuals must be present at all club functions, home or away, to handle any emergencies.
7. A copy of CPR and First Aid cards must be submitted through IMLeagues prior to the deadline. The Safety Officer and alternate members are responsible for obtaining a valid certification. The certifications must be obtained from American Red Cross, American Heart Association, National Safety Council, Medic First Aid and American Institute of Health and Safety. The Competitive Sports Office will offer classes to club members at the beginning of the year.

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. 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.
9. Prior to participation in a club's open practices, nonmembers must fill out an Assumption of Risk (AOR) form on IMLeagues.
10. Safety Officers must report all head, neck and back injuries to the Graduate Assistant Athletic Trainer.

PRACTICE VISITATIONS

Competitive Sports Supervisors will perform practice visitations for each club. These are to ensure that each club member has a completed AOR and is on the active roster on IMLeagues. There will be a strict ID policy at these practice visitations; therefore, each member must have their ID on them at every practice. Competitive Sports Supervisors will also check to ensure that each club has a member who is certified in First Aid and/or CPR may have their skills checked via a dummy drop or some other scenario. Officers will sometimes be given a notice of these visitations, but some will also be done without warning.

INCIDENTS

An incident is anytime an injury or illness takes place during a club activity. All injuries should be reported via the Incident Non-Employee Report form. The completed form must be submitted within 24 hours or the returning business day after travel. Some incidents will require an ambulance due to the severity of the injury or illness (Code Blue). Code Blue consists of injuries requiring contact of Emergency Medical Services (EMS).
Depending on the location and time of the incident, different protocols will need to be followed:

- When Campus Recreation Staff is present, allow the staff to handle the situation, and the club can assist with the process.
- When Campus Recreation Staff is not present, the Safety Officer will be the lead responder.

**FACILITY INSPECTIONS**

Safety Officers are responsible for conducting a Facility Inspection before each use, to check for hazards and poor weather conditions. They should also know the location of the nearest risk management supplies, AED, phone, emergency exit and the best entrance for ambulance access.

**INCLEMENT WEATHER**

Cancel outdoor activities if there is lightning, severe weather, tornado watches or warnings, or excessive heat or extreme cold. Outdoor activities may be cancelled from too much rain/snow or irrigation problems as well.

- 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. 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.
- Indoor activities may be suspended or postponed due to severe weather as well.
- Should a club cancel an activity, officers are required to contact their Club Contact, as well as the Athletic Trainer (if they were scheduled to attend the canceled activity).

**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.

**EVACUATIONS FOR TORNADO WATCH AND WARNING**

- If outdoors, seek shelter immediately. Stay away from windows and take cushioning objects to protect yourself from flying debris.
- 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**

- If lightning is seen in the sky, cease all activities and calmly evacuate the area.
- If the Lightning Detection System (THOR) 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.
TRAVEL

Many clubs will need to travel to various events throughout the year. Clubs 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.

Club Sports defines travel as any non-routine trip (i.e. non-practice events) taken for participating in events as representatives of Ohio University Club Sports and the Department of Campus Recreation.

• Club funds (Secondary Account, Primary Account) are used to cover any portion of the travel expenses.
• Club equipment is used.
• Uniforms/clothing with the club name or logo will be worn in conjunction with competition/event participation.
• The group is registered as the “Ohio University ___ Club” or an individual from “Ohio University ___ Club” at the competition/event.
• The competition results will indicate club affiliation.
• Club members travelling together.

If you can answer yes to any of the above statements, a Travel Roster/Request on IMLeagues is required. If you answered maybe to any of the above statements, please contact the Competitive Sports Office so they can assist you in making the correct determination.

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

1. A Travel Roster/Request 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.
2. Travel Rosters/Requests no longer have ACP Deadline. All travel roster/requests must be completed at least three business day prior to their departure (Wednesday 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 club will not be permitted to travel. Travel Rosters/Requests must be approved prior to departure.
3. Driver verifications must be approved before travel.
4. Utilize sound judgment throughout the duration of the trip.
5. Communicate the results of the trip via the Post-Travel Form on IMLeagues no later than five business days following the conclusion of the trip.
6. If your League/National Governing Body requires a verified roster for competitions, it is recommended that officers give the Registrar/Bursar at least two weeks’ notice. The Assistant Director cannot sign the document until the roster is verified and the university seal is stamped.

Clubs who do not fully adhere to the travel policy will face disciplinary actions that may include a travel suspension and forfeit reimbursement privileges for the trip.

TRAVEL BINDER

Club Sports will be asked to take a Travel Binder with them to each of their Off-Campus events. The travel binder will be created by the Competitive Sports Office. The binder will contain vital information in case of an emergency and must be with the club at all times when traveling.

AIRFARE

When booking airplane tickets, please contact the Assistant Director first. The preferred method of booking is through the university Altour system. The Assistant Director cannot use their PCard to purchase airline tickets.
PERSONAL VEHICLES

All drivers for the club must complete a Verified Driver form via IMLeagues. If unable to upload, please email to one of the GAD. As required by state law, all drivers should possess a valid driver’s license, a safe driving record, and current, adequate insurance coverage. Club members driving to a competition, whether alone or with another member, must submit this form.

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

RENTED VEHICLES

Clubs may rent vehicles through Motor Pool and other rental companies. Please use the following protocol for Motor Pool Reservation requests. Clubs are not permitted to use 15-passenger vans.

- The Assistant Director of Competitive Sports will be the administrator for Motor Pool Reservation request. If interested, please let the Assistant Director know the following:
  - Date and Time of Departure & Date and Time of Return
  - Destination
  - Number & Type of Vehicles
  - Drivers’ First Name, Last Name, and Email
- If Motor Pool does not provide a P card, the club is responsible for paying for gas during traveling and may submit the receipts for reimbursement if they wish.
- Motor Pool prices are based on a day-cost rental. Please contact Motor Pool about costs.
- Motor Pool billing could take over a month to process through club accounts.

PROFESSOR 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. Please email the Assistant Director or the GADs about the need. An approved Travel Roster/Request MUST accompany the request for letters. Please note that these professor letters are just requests and your professors do not have to accommodate for your absence(s) from class.

Clubs 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 an approved Travel Roster/Request has been submitted.

HOTELS

When a club needs to stay in a hotel and wants to request to use the P Card for reservations, please use the follow protocol:

- Lucid Travel – for 8 or fewer rooms, at least 5 business days prior to departure
  - Go to ohio.lucidhotels.us to search by destination and dates
  - Select the hotel your club wishes to stay at, consider rates as well as quality reviews.
    - Be conscious of cancelation policies and timelines
  - Select “book now” when you’ve found your room and rate
  - Under “department” select club sports. In the dropdown below, select your club.
  - Fill out room information and a different occupant on the travel roster for each room
  - Select “request confirmation from my administrator”
  - The Assistant Director will be sent the request to input P Card information to book the rooms
  - The travel folder for the club will have room confirmations, credit card authorization form, and a tax-exempt certificate (if applicable, by state) to present to hotel staff upon check-in.
- More than 8 rooms: Contact the Assistant Director to go through Christopherson Business Travel

At check-out, the club should collect the hotel itemized receipts for each room and turn them in with the travel folder within 72 hours of arrival back to Athens.
SCHEDULING GUIDELINES

1. A practice and game schedule must be filled out on IMLeagues by the specific deadline for each semester. It is imperative to provide the Competitive Sports Office with the schedule for your club as soon as possible.
   a. Game schedules must include warm-up time, game time, and end time. Failure to do so will result in a denied form.
2. Summer Schedules should be submitted for clubs who have organized events during the summer break.
3. 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.
4. Attempt to 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.
5. 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.
6. 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.
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 Studio 219 in the Ping Center, 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 GADs. This list must be updated at the beginning of each semester.
   NOTE: There is a $35 charge for any lost or not returned key.

REMEMBER: It is your responsibility to notify the Competitive Sports Office within 5 business days via Post-Travel Form 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.

SCHEDULING REQUESTS

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 GADs or Assistant Director for Competitive Sports. No club sport should seek out specific Facility Directors unless told otherwise.

PRICING

All Campus Recreation facilities will attempt to minimize cost for all clubs. 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.
CLUB SPORTS PRIORITY

Unless otherwise addressed by the facility, when there is conflict between club sports 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 clubs in best standing with the Club Sports program, which will be determined by the club with the highest ACP point total from the previous academic year and clubs without disciplinary issues as well as tier status.

NON-CAMPUS RECREATION FACILITIES

Unfortunately, Campus Recreation does not operate all facilities used by clubs, but the Competitive Sports Office will help with and approve all agreements between facility operators and clubs. With advance planning and organization by the club sport additional resources may be available to clubs when Campus Recreation facilities are unavailable or unsuitable for an activity. All facility reservations for Intercollegiate Athletic facilities must be processed through the GADs or Assistant Director for Competitive Sports. No Club Sport should seek out specific Facility Directors. If a facility requires a Certificate of Insurance, please submit a request at least two weeks in advance.

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. Do not 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. Event Reservations should be made as early as possible to ensure facility and staff availability.
4. The club is responsible for cleaning up any trash that accumulates on the field or facility because of its usage by the club (this includes members of the club, members of the opposing team, spectators, etc.).
5. No bicycles or pets are allowed on or within close proximity to the playing surfaces. This will be addressed at the discretion of the Club Sports Staff. Remove all equipment and supplies from the playing area after each event/practice.
6. All Competitive Sports fields will be closed for use from Thanksgiving 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.
7. Follow Alcoholic Beverage and Tobacco Policy.

VISITING TEAM INFORMATION

During the Facility Reservation process, the club will be asked to provide the contact information for visiting teams. Competitive Sports will contact the visitors, or may ask the host club to do so, prior to their arrival to inform them of Ohio University facility policies and procedures as well as complete paperwork ahead of time.

All participants must be 18 years or older, UNLESS the person is a current Ohio University student or meets the Club Sport membership requirements of their home institution, then all privileges are afforded to them as a student.
SUPPLIES
Items, which are utilized and typically replaced every season due to the nature of the sport.

EQUIPMENT
Items considered essential for participation that are expected to be utilized for multiple seasons.

Any equipment, including uniforms, purchased by the club through Campus Recreation Funds or any university account is considered University property. Campus Recreation Funds [Primary Account] 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. An inventory list should be submitted each year. See below for information this should include.

ALL CLUB 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 of Competitive Sports for assistance in claiming the lost or damaged equipment or the associated fine. The Assistant Director of Competitive Sports will assist the club is surplus for equipment.

INVENTORY LIST
Inventory should include all items purchased on behalf of the club. This may include, but is not limited to uniforms, sport equipment and fundraising/promotional Items.

• Each club is required to log inventory, as it is purchased and discarded/broken.
• The club is required to submit an Inventory Report via IMLeagues each semester.

PURCHASE

• Equipment purchased by a Club Sport using their Primary Account is the property of Ohio University and Campus Recreation. Ohio University property is for club use, and not to be kept by members.
• The club must be accountable at all times for Club Sport equipment.
• Clubs must ensure the proper care and storage of equipment.
• All equipment purchased through Primary Account or Foundation Account are required to be delivered to Ping Center to ensure arrival. It is recommended all packages, regardless of purchasing account, are delivered to Ping Center.
  o Make sure to look through finance policies before making a purchase. Purchase Orders are encouraged for all purchases.

STORAGE & KEY ACCESS

Clubs may request short or long-term storage for club equipment, uniforms and other club owned items by emailing the Assistant Director. If an appropriate storage location can be identified, the club will be asked to bring the items in at a scheduled time.

Once the items are stored with Competitive Sports, club officers are the only individuals permitted to check out equipment from storage areas. If a key is lost by a club, the organization is responsible for lock replacement costs.
FINANCIAL HANDBOOK
The Financial Handbook should be used as a resource to help guide Treasurers and other club officers through the financial process.

ACCOUNTS SUMMARY CHART

<table>
<thead>
<tr>
<th>Questions:</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary (10 - Allocation)</td>
</tr>
<tr>
<td>Where can I deposit money?</td>
<td>No</td>
</tr>
<tr>
<td>Carries ending balance to next year?</td>
<td>No</td>
</tr>
<tr>
<td>Funds can be used for:</td>
<td>Primary (10 - Allocation)</td>
</tr>
<tr>
<td>Safety Expenses (Certifications, ambulance, policy, AT, insurance, etc.)</td>
<td>Yes</td>
</tr>
<tr>
<td>League, Organization, Tournament Dues</td>
<td>Yes</td>
</tr>
<tr>
<td>Equipment that remains with the club</td>
<td>Yes</td>
</tr>
<tr>
<td>Travel Expenses: Car rental, van rental, bus rental, airfare and lodging</td>
<td>Yes</td>
</tr>
<tr>
<td>Reimbursement for Gas</td>
<td>No</td>
</tr>
<tr>
<td>Reimbursement for Airfare</td>
<td>No</td>
</tr>
<tr>
<td>Uniforms and Jerseys that remain with the team</td>
<td>Yes</td>
</tr>
<tr>
<td>Personal Apparel (Stays with an individual)</td>
<td>No</td>
</tr>
<tr>
<td>Team Banquets</td>
<td>No</td>
</tr>
<tr>
<td>Refreshments for Tournaments</td>
<td>No</td>
</tr>
<tr>
<td>Coach's Gifts</td>
<td>No</td>
</tr>
<tr>
<td>Membership Dues - Individual</td>
<td>No</td>
</tr>
<tr>
<td>Payment of Services (referees, coaches, instructors, etc.)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

ACCOUNT OVERVIEW
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.

CLUB SPORTS PRIMARY ACCOUNT (10) - ALLOCATION
The Primary Account allocation funding comes from Campus Recreation. The allocation process determines how to distribute these funds to the Club Sports organizations. In addition to the annual allocation, Club Sports have the opportunity to earn additional funding which Club Sports deposits into the club’s Primary Account.

ALLOCATION PROCESS & CLUB BUDGET
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.
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%).

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 club’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. Clubs that miss the deadline will not receive needs-based funding for that year.

Forty-five percent (45%) of the Annual Club Sports Allocation Funds will be distributed in accordance with the Administrative Compliance Program.

\[
\text{Total Points Earned By All Clubs/Total Dollars Available} = \text{Dollar per Point Ratio}
\]
\[
\frac{\text{Dollar per Point Ratio}}{\text{Total Points Earned By Your Club}} = \text{ACP Funding}
\]

Ten percent (10%) of the allocated funds will be available based on the fundraising efforts of the individual clubs.

\[
\text{Club’s Fundraising Total/Total Active Members} = \text{Per Member Amount}
\]
\[
\text{Per Member Amount} \times \text{Percentage}
\]
\[
\text{Per Member Percentage} \times 4,000 = \text{Fundraising Funding}
\]

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 clubs 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.

**Responsibility**
Each club treasurer is responsible for knowing the Club’s current balance and following both Primary expenditure policies. Each club is responsible to keep track of the amount spent in their Allocation Account. If they over draft, they will be asked to transfer from Secondary or, if the amount is low, will occur a debt for the next year. All money remaining in the club’s Primary Account at the end of each academic year will be returned to CSEC for Excellence and Developmental Funding.

**Secondary Account (80)**
The Campus Involvement Center Office manages all 80 accounts, and is located in Baker University Center 339.

**Responsibility**
Each club treasurer is responsible for revenue and expenses pertaining to the secondary account, with approvals made by each club advisor. It is the club treasurer’s job to ensure there are no overdrafts from this account.
**INCOME**

Deposits should be made on a timely basis and brought to the CIC. Cash deposits should be made within 24 hours, and can be made even when a club is under disciplinary action.

Complete a Deposit Slip, (which can be obtained from the Student Organizations window of the Office of the Bursar, 010 Chubb Hall), with the following information:
- Organization’s name - Account number - Deposit amount – Treasurer’s Signature
- Coins must be rolled with the organization’s name and account number indicated on the rolls
- Checks must be endorsed with the organization’s name and account number
- All money remaining in the club’s secondary account at the end of the academic year will roll over to the next academic year.

**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 club.

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

**NOTE:** There may be required spending out of the Foundation and Endowment Accounts in order to keep them active.

**PAYMENT OF SERVICES**

To pay coaches/instructors, officials, etc., attach the following paperwork. In order to not delay payment after services are completed, we request that this paperwork be submitted ASAP.

**ARBITERPAY**

We will be using ArbiterPay to pay officials. The officials will be asked to create an account. Please work with Competitive Sports Office to complete this process.

**CLUB DUES**

Dues are created by the officers of each club, based on need. Club Sports encourages good judgement when establishing dues, as well as the adoption of a written refund policy (even if it is simply no refunds). Members should be made aware of each club’s dues policies regarding refunds, timelines, and how dues are used by the club before they are required to pay. Dues must be deposited into the club’s SAC Account as soon as possible. Club Sports may use recshop.ohio.edu to provide an online system for due payments. Contact the Assistant Director if interested.

In order to maximize the inclusive environment of Club Sports, dues or fees may not be charged as a part of the tryout process for any club. Dues are solely meant for confirmed members of the club.

**FUNDRAISING**

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 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 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 club’s fundraising total will be divided by the total number of active club members to give each club a per member amount. Each clubs’ 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 club their fundraising points amount.

Fundraisers must stay within the context of Ohio University and Club Sports’ mission statements. 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](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/environmental/food.html](http://www.health.athens.oh.us/environmental/food.html).

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.

**EXCELLENCE AND DEVELOPMENTAL FUNDING**

**EXCELLENCE FUNDING**

A portion of each year’s Campus Recreation allocation for Club Sports is set aside to reward clubs 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 clubs.

**DEVELOPMENTAL FUNDING**

Developmental funding, also managed by the CSEC, is defined as money given to clubs that are in their introductory period, starting a new initiative (Special event, fundraising event, etc...), or attempting to rebuild an aspect of their club. Clubs may also request funds to replace and repair equipment.

**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 club may be honored per academic year.

Funding is allocated primarily on availability and need. Clubs 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 club 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
• Current Financial Status/Budget Breakdown

Excellence Proposals shall include:
• A description of the event and participants
• An account of how you have reached this level of skill
• Budget Breakdown of Trip

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.
MARKETING GUIDE
The Marketing/Promotion Guide will help clubs determine University logo usage.

LOGO USE
All uses of Ohio University logos and trademarks must adhere to the Ohio University Trademark policy, including websites, flyers, uniforms, merchandise, etc. All products and equipment using a logo must be produced by an Ohio University Licensed Vendor. All items using logos and trademarks must be submitted to the Assistant Director of Competitive Sports. Please allow two weeks for processing since the Assistant Director will need to contact other on-campus departments. If a club produces gear with a non-licensed vendor, the club may be asked to dispose of the products and may be subject to additional discipline.

APPROPRIATE CONTENT
As an organization registered with Ohio University, it is necessary to ensure the images and messages listed online, sent via email, and posted on social media are representative of our institution of higher education. Clubs may not:

• Post pictures or videos that show alcoholic beverages, the consumption of alcohol, or create the illusion of alcohol consumption on club social media or websites. This includes promotions/sponsorships with bars.
• Post or knowingly permit the posting of content or any other use of your club’s account to cause harm, embarrassment, defamation, insult, or injury to any person or entity. This does not prohibit frank discussions, criticism, or opinion.

CLUB WEBSITES
Websites should be updated at least once a semester (fall/spring/summer), that way prospective members can see that the site they’ve landed on is still in use. Important items to include on your website:

• Contact info for your club’s leaders
• Information on how/when to join the club
• Your current and up-to-date practice schedule
• An events calendar

CLUB SOCIAL MEDIA ACCOUNTS
Clubs may also choose to create accounts for any type of social media, including Facebook, Twitter, and Instagram. Some recommendations for the use of these accounts:

• We recommend that accounts at least be checked weekly and updated monthly when the club is active. That way, prospective members can see that the site they’ve landed on is still in use.
• Make sure the name on the page makes it easy for someone to find your club. Avoid abbreviations, acronyms or nicknames.
• Update the “about section” annually, as this typically lists your website URL and/or contact information.
• Create a personal profile to represent your organization; this is a violation of Facebook terms of service. Only use Pages or Groups to promote your organization.

ONLINE STORAGE
For smooth document transfer, it is recommended that clubs create an account for their group on orgsync at onedrive.ohio.edu for all club file storage. Learn more on how to request a group computing account (different from your personal account) at: https://www.ohio.edu/oit/services/storage.cfm
DISCIPLINARY GUIDELINES

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.

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. CSEC has the ability to add any additional punishment to a club sport disciplinary sanction as they see fit. 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.

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

- Complete Club Sports re-registration
- Attend meetings or officer training without arranging a make-up session by the probation deadline with the Competitive Sports GADs
- Complete required paperwork including, but not limited to:
  - Assumption of Risk Forms
  - End of Semester/Year Reports
  - End of Semester/Year Treasurer’s Reports
  - Event Practice Schedules
  - Travel Rosters
  - First Aid/CPR Cards
  - CIC Reregistration
  - Inventory Sheet
  - Emergency Action Plans
  - Alumni Contact List
- Spend more money than the club has available in both its Primary and Secondary accounts.
- Complete the minimum requirements for red-tier clubs.

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.
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 club 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:

ADMINISTRATIVE NON-COMPLIANCE

- 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.
- 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.

BEHAVIORAL NON-COMPLIANCE

- For a first offense, a club will be placed on probation for four academic semesters*.

PROBATION REDUCTIONS

- Clubs that are on probation for administrative or behavioral non-compliance can reduce their probation term by completing additional in-person (non-donation) community service hours or earning supporter points at other clubs’ home events. Any community service hours or supporter points used to reduce probation length may not be used toward meeting tier requirements or for ACP points.

  o For clubs with a roster average of 20+:
    - 2 additional community service hours per roster member = 1 semester off probation for probations that are not related to a partial or full suspension.

  o For clubs with a roster average of 19 or below:
    - 3 additional community service hours per roster member OR total of 40 hours total = 1 semester off probation for probations that are not related to a partial or full suspension.

  o A total of 7 earned supporter points through participation in other clubs’ home events = 1 semester off probation for probations that are not related to a partial or full suspension.

    - Intramural supporter points may not be used to reduce probations; exemplary behavior is also expected to earn supporter points.

  o CSEC may determine to reduce the community service hours or supporter points needed to reduce probationary semesters at their discretion based on relevant club history/performance.

- Clubs that are on partial or full suspension may not “work off” their suspension term, however may reduce the following probation term through community service at the discretion of CSEC.
The Ohio University Club Sports Program does not consider summer session to be an academic semester for the purposes of probation. Once a club’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:

**ADMINISTRATIVE NON-COMPLIANCE**

For a travel-related offense, a club may be placed on a travel suspension at the discretion of Club Sports Administration and the CSEC.

**BEHAVIORAL NON-COMPLIANCE**

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:

**ADMINISTRATIVE NON-COMPLIANCE**

For a fourth offense (while a club is on probation).

**BEHAVIORAL NON-COMPLIANCE**

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 may result in expulsion:
ADMINISTRATIVE NON-COMPLIANCE
- For a fifth offense while a club is on probation.
- Any one incident of administrative non-compliance that remains unresolved by the club six weeks after the incident occurred.
- Clubs who fail to complete minimum Red Tier requirements in a given year.
- Clubs 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.

BEHAVIORAL NON-COMPLIANCE
- For a second offense while a club is on probation.
- 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.

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.

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.
Important Dates
Fall 2020 Meetings

<table>
<thead>
<tr>
<th>General Session</th>
<th>Sept. 21 6 p.m.</th>
<th>Microsoft Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Semester Check Ins</td>
<td>As Scheduled</td>
<td>Microsoft Teams</td>
</tr>
</tbody>
</table>

Fall 2020 Paperwork Deadlines

<table>
<thead>
<tr>
<th>Form</th>
<th>ACP Deadline</th>
<th>Initial Suspension</th>
<th>Form Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumption of Risk (AOR): Officers AOR: Non-Officer Members</td>
<td>Oct. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Oct. 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Emergency Action Plans</td>
<td>None</td>
<td>Prior to 1&lt;sup&gt;st&lt;/sup&gt; Participation</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>CPR/AED &amp; First Aid Certifications</td>
<td>Oct. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Oct. 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Fall Event Schedule</td>
<td>N/A</td>
<td>N/A</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Spring Practice Schedule</td>
<td>Dec. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Dec. 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Spring Event Schedule</td>
<td>Dec. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Dec. 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>End of Semester Report</td>
<td>Dec. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Dec. 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Treasurer Report</td>
<td>Dec. 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Dec. 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
</tbody>
</table>

Spring 2021 Meetings

<table>
<thead>
<tr>
<th>General Session</th>
<th>Jan. 18&lt;sup&gt;th&lt;/sup&gt; 6:00pm</th>
<th>Microsoft Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Semester Check Ins</td>
<td>As Scheduled</td>
<td>Microsoft Teams</td>
</tr>
<tr>
<td>Officer Training</td>
<td>March 24&lt;sup&gt;th&lt;/sup&gt; 6:00pm</td>
<td>Microsoft Teams</td>
</tr>
<tr>
<td>End Of Year Business Meetings</td>
<td>April 21&lt;sup&gt;st&lt;/sup&gt; 6:00pm</td>
<td>Microsoft Teams</td>
</tr>
<tr>
<td></td>
<td>April 22&lt;sup&gt;nd&lt;/sup&gt; 6:00pm</td>
<td>Microsoft Teams</td>
</tr>
</tbody>
</table>

Spring 2020 Paperwork Deadlines

<table>
<thead>
<tr>
<th>Form</th>
<th>ACP Deadline</th>
<th>Initial Suspension</th>
<th>Form Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Assumption of Risk</td>
<td>None</td>
<td>Prior to 1&lt;sup&gt;st&lt;/sup&gt; Participation</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>CSEC Application</td>
<td>None</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Via Email</td>
</tr>
<tr>
<td>New Officers for 2019-20</td>
<td>None</td>
<td>March 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>CIC Re-Registration</td>
<td>April 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>BobcatConnect</td>
</tr>
<tr>
<td>Inventory Sheet</td>
<td>April 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Alumni Contact List</td>
<td>April 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>End of Year Report</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Fall Practice Schedule</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Summer Event &amp; Practice Schedule</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Treasurer’s Report</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
<tr>
<td>Constitution Edits</td>
<td>None</td>
<td>April 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Via Email</td>
</tr>
<tr>
<td>Budget Request (For 2020-21)</td>
<td>None</td>
<td>April 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>IMLeagues.com</td>
</tr>
</tbody>
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*All dates, times & locations are subject to change.*

Other Deadline Reminders

<table>
<thead>
<tr>
<th>Form</th>
<th>Final Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Request</td>
<td>3 Business Days before Departure</td>
</tr>
<tr>
<td>Facility Request Form</td>
<td>2 Weeks before Date</td>
</tr>
<tr>
<td>Roster Verifications from NGB</td>
<td>2 Weeks Before Travel</td>
</tr>
<tr>
<td>IMLeagues Roster Removal Emails</td>
<td>Before Last Day of Each Month</td>
</tr>
<tr>
<td>Professor Letters &amp; Hotel Requests</td>
<td>2 Weeks Before Travel</td>
</tr>
<tr>
<td>Marketing Approval</td>
<td>2 Weeks</td>
</tr>
</tbody>
</table>