



Department of
Recreational Services

CLUB SPORTS MANUAL

2019-20

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KENT STATE UNIVERSITY CLUB SPORTS MANUAL 2019-2020

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INTRODUCTION

ACKNOWLEDGMENTS

This Handbook was created so that the student managers of each club sport can understand the guidelines by which our program is run. The Club Sports Program is designed to offer athletic/recreational opportunities *primarily* to Kent State University students. The students who are active in the Club Sports Program are the reason for this handbook. If anyone (managers or club members) has any questions or concerns about their club or the entire Club Sports Program, please stop in the Beverly J. Warren Student Recreation and Wellness Center and speak with a club sports staff member.

DIVISION OF STUDENT AFFAIRS

MISSION STATEMENT

The Division of Student Affairs intentionally develops the whole student through transformational experiences. We passionately engage our diverse student population through quality programming and resources that enhance the educational process to ensure student success.

DEPARTMENT OF RECREATIONAL SERVICES

MISSION STATEMENT

We are committed to enhancing the health and wellness for all of the community we serve through exceptional programs, learning opportunities, services and facilities.

DEPARTMENT OF RECREATIONAL SERVICES

VISION STATEMENTS

To provide engaging and meaningful experiences that help people be their best selves.

PURPOSE OF CLUB SPORTS

The Club Sports Program is designed to promote and develop the interests and skills of individuals in different sports or recreational activities. The program provides competitive, instructional and recreational activities for students, faculty and staff. The program emphasizes student leadership development, a sense of community and provides fun and enjoyment to supplement the college experience.

CLUB SPORTS OVERVIEW

The goal of the Recreational Services program is to meet the recreational needs of as many Kent State University students, faculty, and staff as possible. Club Sports offer many recreational activities that members of the Kent State Community could not receive within the other aspects of the Department of Recreational Services.

The main strength of the Club Sports Program is the diversity of activities that are encompassed in the program. There are over 20 Sport Clubs (renewed annually) at Kent State University. CLUB SPORTS are defined as a registered student organization recognized by the Department of Recreational Services and formed by individuals with a common interest and desire to participate in a sport or recreational activity that is non-sedentary and involves rigorous physical exertion. Clubs may be competitive, recreational, or instructional in nature, or may have any combination of these characteristics. Club Sports are administratively supported by the Kent State University Department of Recreational Services; however, there is an emphasis on student leadership as the clubs are student-organized, student-managed, and student-operated. Club sports are not regulated by the NCAA and do not include intercollegiate or varsity sports.

1. **Competitive (Traditional)** – these clubs are team oriented by nature, competing in traditionally organized sporting events as a team. These clubs to compete in tournaments, leagues, etc., and are required to have a fee based sanction or membership in a national, regional, or state association. These clubs typically compete in conference-type play and are required to travel a minimum of three (3) times per semester (many seasonally). These clubs require members to pay dues for membership in the club and may require individual membership in a national or regional organization. These clubs may have potential member's *recruited or try-out* to become a member, and may charge try-out fees. These clubs are required to pay entry fees for competitions and may be required to pay for facility fees. These clubs require members to provide a substantial amount of personal equipment. These clubs have the highest priority in funding from the annual allocation process. The allocations that these clubs may receive range from \$250 and up. The following clubs would be examples of competitive (traditional): *Baseball, Men's and Women's Basketball, Equestrian Teams, Gymnastics, Ice Hockey (DI & DIII), Men's and Women's Lacrosse, Men's and Women's Rugby, Men's and Women's Soccer, Men's and Women's Volleyball*
2. **Competitive (Recreational)** – these clubs are generally individual/dual oriented activities in nature but may be team oriented. These clubs may compete in shows, tournaments, and games. These clubs may be required to have a fee based sanction/membership in a national, regional or state association. These clubs compete in informal or random events and are not set to a specific competitive schedule. These clubs generally travel three (3) times or less per semester or are seasonal activities.

These clubs require members to pay dues for membership in the club and may require individual memberships in a national or regional organization. These clubs may be required to pay entry fees for competitions and may be required to pay for facility fees. These clubs may require members to provide personal equipment. These clubs have the second highest priority in funding from the annual allocation process. The allocations that these clubs may receive range from \$0 - \$1,000. The following clubs would be examples of competitive (Recreational): *Bowling, Cricket, Dodgeball, Fencing, Golf, Tennis, and Ultimate Frisbee*

3. **Special Interest (Recreational)** – these clubs are generally individual/dual oriented activities in nature but may be team oriented. These clubs are generally non-competitive in nature and may be instructional based activities. These clubs are not required to have a fee based sanction/membership in a national, regional or state association. These clubs generally travel only for special events or seasonal activities. These clubs may require members to pay dues or fees for activities and do not require individual memberships in a national or regional organization. These clubs have no priority in funding from the allocation process. The following clubs would be examples of special interest (recreational): *None currently*
4. **Martial Arts** – these clubs are generally individual oriented in nature and have goals of individual fitness/wellness or self defense instruction. These clubs are generally non-competitive in nature and may be instructional based activities. These clubs generally only request space to meet for their activities. These clubs rarely travel, and only for special events. These clubs may require members to pay dues for club membership and instruction. These clubs have no priority in funding from the allocation process. The following clubs would be examples of fitness & martial arts: *Karate*
5. **Interest Groups** - these clubs new to Kent State University and are trying to become established and recognized for their activity, the club may be individual/dual or team oriented in. These groups may be competitive or non-competitive in nature and may have an instructional based component. These groups may or may not be required to have a fee based sanction/membership in a national, regional or state association. These clubs may or may not travel. These groups may require members to pay dues or fees for activities and do not require individual memberships in a national or regional organization. These groups have no priority in funding from the allocation process. Interest groups will complete a minimum of one (1) semester as an interest group before they may apply for full club status. Interest groups must show the ability to for the following: raise funds and develop budgets, develop club leadership, recruit and retain a minimum number of members, adopt and adhere to the risk management protocol, The following clubs would be examples of interest groups: *Spikeball, Swimming*

The Club Sports Program at Kent State University has been very successful, due in part to the philosophy of the Department of Recreational Services. Any student who wants to start a club will be given consideration. If the interest within the campus community is large enough, the club sports program will assist with developing the program. Another reason for the success of the program is the leadership and creativity shown by our student managers. All clubs must have a student dedicated enough to take control and manage the club. The leadership displayed by the student manager will be the main factor in the club's having a success.

CLUB SPORTS GUIDELINES

How to start a club - Any student of Kent State University can start a club. All that is needed is for the individual to bring his or her idea to the Club Sports Director. The Club Sports Director will check to make sure that the interest group meets all of the guidelines set by the Department of Recreational Services for membership as a recognized club. The club must first be recognized as a registered student organization with the [Center for Student Involvement](#) (CSI) prior to any acceptance as an interest group or club sport.

Membership Guidelines

1. Club sports must be open to any student, faculty or staff that is interested in the club. Discrimination will not take place based on race, gender, age, national origin, or membership to any club, organization, or college of study.
2. Interested individuals who are not associated with Kent State University may join a sport club if the manager of the club and the Club Sports Director give permission. The individual will be required to pay daily entry fees or purchase a membership to participate in the club sponsored practices, meetings and events that are held within the Beverly J. Warren Student Recreation and Wellness Center (SRWC).
3. Anyone who is under the age of 18 and does not attend Kent State University is considered a minor. Minors are allowed to join certain clubs but the manager must first get approval from the Club Sports Director.
4. A club sport must have at least two (2) individuals willing to serve as club managers/officers. These individuals will be responsible for the daily operations of the club (for more information on managers' responsibilities, see chapter IV). Clubs who are newly forming will be given consideration if only one manager is available based on the type of activity. The club will be expected to recruit another manager within the first month it is recognized as an interest group.
5. At least one Club Sports Manager must be a Kent State University student. The managers are expected to maintain a 2.25 cumulative GPA and must be taking at least 8 undergraduate or 6 graduate credit hours while they are acting as manager. The Club Sports Director may waive this rule when special circumstances apply.
6. The type of club and activity will determine the minimum number of participants required for interest group status and subsequent full club membership.
7. The club/interest group must have at least twelve (12) members for the club sport to remain active. The club sport must average 10 individuals for every meeting or 700 participation hours per semester to be renewed for the following semester or year. The Club Sports Director may waive the minimum member rule if a club can prove that it will function more efficiently with less than 12 members. The club membership must consist of at least 75% Kent State University students, unless otherwise approved by the Club Sports Director.
8. Interest groups will be given a reasonable amount of time to recruit the number of members required. The Club Sports Director can help the managers come up with

recruiting and advertising ideas for the club.

9. All club sports members must assume responsibility to carry their own accident and medical insurance policy. Participation in any club sports without medical insurance is not recommended.
10. Coaches may be utilized by a sport club but they are not required. They can be students, faculty, staff, or someone not associated with Kent State University but interested in the position. Coaches must understand that they are volunteering for the Clubs Sport Program and are subject to the rules and guidelines of the program; they are NOT in any capacity a Kent State University employee. The Club Sports Director has the authority to remove a coach if the coach is not representing the club in an appropriate manner or acting in a manner that will bring negative publicity to Kent State University. The coaching position for a sport club is a volunteer position. Most times coaches will not be paid. Arrangements can be made for special circumstances but the fee paid to coaches will be minimal.
11. All club sports are encouraged to find a Kent State University faculty or staff advisor to be involved in the organization of the club. Since all active clubs at Kent State University must have an advisor, the Club Sports Director will act as the clubs advisor if another qualified faculty/staff member can not be found. Advisors have the authority to help form internal policies within any club. They should work with the club managers and members to form specific club guidelines for participation, dues, etc. The advisor will also be expected to keep abreast on club sports policies and follow all written guidelines. Advisors may be removed from the club by decision of the Club Sports Director if guidelines are not being followed.
12. Coaches fall under the same category as advisors. If a club chooses to hire a coach, it should be made clear to the individual that his/her only duties will involve organizing and scheduling practices and events. All management of the sport club should be done by the student leaders. Coaches, like advisors, are expected to follow sport club policies and present a positive image for Kent State University. The Club Sports Director has the authority to remove coaches for not following stated guidelines.
13. To be registered as a club sport, the manager must fill out a New Club Sport Application and submit it to the Recreational Services Office (explanation of required forms will be in Chapter IV). Additionally a Club Sports Registration Form must be renewed each semester. The club sports manager(s) will be notified whether their club has been accepted into the Club Sports Council.
14. Club sports may not officially start participation until the second week of classes during the fall and spring semesters, or after the first Club Sports Council Meeting of each semester. Clubs who wish to register as a club sport after that time must get special approval from the Club Sports Director.
15. Club sports participation officially ends on the last week of classes (the week prior to final examinations). Clubs who want to have competitions/special events after this week must receive permission before scheduling or committing to any event.
16. Groups or individuals upon acceptance as a club by the Club Sports Director shall be classified as an "interest group" for a minimum of one (1) semester. The Club Sports

Director may extend the groups interest group status for a longer period if it is determined that the group is not ready to be recognized a full member club.

17. Interest groups will be required to show that they are financially self-sufficient, and shall not be eligible for a financial allocation for one (1) calendar year after accepted as an interest group; however, the Club Sports Director may reduce the time period to one semester based upon circumstances of the club.
18. All interest groups that are applying for full sport club status shall create and ratify a constitution for their club. Outlines for club constitutions are available from the Club Sports Director.
19. Facility space may or may not be granted to an interest group.
20. The Club Sports Director reserves the right to deny membership to any interest group which is determined to be of extreme high-risk to participants, may pose negative publicity to the club sports program, may not serve the interests of the department or university, may conflict with similar programs offered by the university, may not be financially self-sufficient, or would place an unnecessary stress on other programs currently offered by the Department of Recreational Services.

RECOGNIZED CLUB SPORTS

Club Sports have access to many university resources and benefits. These resources and benefits are a privilege and not guaranteed due to budgetary constraints, club standing, availability, and other factors. Some examples include:

- Use of university facilities for practices and/or competition in approved activity areas, field space, locker rooms, and meeting places.
- Ability to represent Kent State University in local, regional, national, and international competitions.
- Ability to use approved Kent State University marks and logos on all advertising, marketing, promotional or fundraising materials related to a sponsored activity.

MANAGER'S RESPONSIBILITIES

1. Serve as liaison between the club and the Club Sports Office.
2. Inform club officers and members of all information pertaining to the club.
3. Ensure that their respective club is complying with the rules and regulations of Kent State University and the Department of Recreational Services.
4. Represent the organization at all Club Sports meetings. NOTE: the club manager may designate a representative from the active club roster in instances when the manager is unable to attend.
5. Keep the following current with the Club Sports Director and in the club's files.
 - a. Current participant roster with names, addresses, Banner ID number, Flashline ID, phone numbers and e-mail addresses
 - b. Participant Registration Information. (Participants that are involved in practices and/or games that are not registered on the official roster may result in a 5% penalty per instance from the clubs allocated funds or reduction in facility reservations)
 - c. Schedules of practice and meeting dates, times and places.
 - d. Copy of club constitution
6. Submit the Semester Report Form to Club Sport Staff prior to the established deadline summarizing club activities for each semester.
7. Prepare the budget report and submit it to the Club Sports Staff at the end of each semester (fall and spring).
8. Know the rules and regulations governing the finances of club sports and student organizations.
9. Meet financial obligations incurred by the club and know the financial status of the club.
10. Ensure that the proper forms are initiated and approval is granted by Club Sports Director prior to obligating the club to any expenditure.
11. Keep current financial records.
12. Document all expenditures with the use of receipts.
13. Make sure all club money is used properly according to the University Policy Register, and The Department of Recreational Services Club Sports Program guidelines.
14. Initiate and ensure that club members assume responsibilities for generating funds.
15. Use proper forms when requesting student fee money.
16. Make sure that all members have paid dues, if required.
17. Initiate requests for additional club funding when applicable
18. Make arrangements relative to the club's competitive schedule:
 - a. Be responsible for the team schedule, with approval by the Club Sports Director.
 - b. Arrange for practice and game facilities.
 - c. Arrange for lodging and food as necessary.
 - d. Secure game officials and initiate forms to insure payment forms are completed in full
 - e. Report results of competition on and off campus
19. Arrange transportation for club members when activities are held off campus. All arrangements must be cleared through the Club Sports Director.
20. Prepare appropriate publicity material for distribution Recreational Services and to the news media on and off campus.
21. Take appropriate action to obtain a club advisor and/or coach who have a sincere interest in the sport and the participants.
22. Complete Accident/Injury Forms (MATTER OF RECORD FORM) for any accident or injury requiring some form of medical attention and that occurs during on or off campus practice, competition, recreation or instruction. These reports should be submitted to the Club Sports Director immediately following the accident or injury and no later than the day after the club

- returns from an away trip/competition.
23. Know what services the Department of Recreational Services does and does not offer the clubs in the form of office supplies and paper, copying, typing, telephone services, etc.
 24. Hold elections of officers or appoint officers as stipulated in the club constitution (if applicable).
 25. Record the minutes of each club meeting and submit a copy to the Club Sports Staff.
 26. Maintain record of attendance at meetings and practices.
 27. Inform the incoming president of the routines and guidelines for club operation. Work with the new incoming club leadership to ensure a seamless transition of leadership.
 28. It is required that clubs have a minimum of two active members certified in CPR/FA/AED/BBP these individuals will be considered Safety Officers. It is desired that members identified (can be more than two) be active in practices and during games whether home or away. Copies of certifications must be provided to the Club Sports Director through the website.

The Club Sport Director will hold mandatory Club Sports Council meetings monthly to several times a semester to disperse information from other campus organizations, remind managers of policies, offer additional training and keep sport clubs up to date on Recreational Services information. Every club sport is required to have an individual present at each meeting. Failure to do so will result in a \$50.00 fine being levied upon the club.

Safety - The managers will be responsible for the safety of all participants, coaches, officials and spectators during the club's scheduled time (practices, travel, games, fundraising, etc.) . The manager will be responsible for making sure that the facility is safe for practice, remove portable objects from the practice area or nearby areas that may interfere with practice, make sure that club equipment is properly maintained and in good condition, cancel practice if conditions are unsuitable or dangerous.

All managers will be required to be certified in First Aid and be certified in Cardio-Pulmonary Resuscitation (CPR). At least one manager must receive his/her certification before the club can begin regular scheduled meetings. If a manager does not receive certification in their first semester as manager, they will not be hired back for the following semester. Failure to attend a CPR course that was registered for (or failure to notify the sport club coordinator 72 hours prior to the start of the class) will result in the individual being billed the cost of the class.

If an injury does occur at a club practice or event, please make sure that proper care is given to the injured individual. If the injury is serious enough, immediately call the Emergency Medical Service (911). The manager must fill out a Matter of Record Form (Injury Report) for every injury (serious or not) that occurs during club events. Please turn this form into the Club Sports Director within 48 hours of the accident. If the injury is serious (broken bone, unconsciousness, respiratory problems, trauma or head injury) please contact the Club Sports Director or the Recreational Services Office as soon as possible.

Qualifications - Along with the certifications in First Aid and CPR, the managers must have a specified level of skill and experience in their chosen sport to qualify as a manager. The manager must be proficient in the skills that are required for the club sport. Many years of playing the sport will qualify but coaching experience, on any level, would be preferred. The manager must be able to instruct the members on using proper technique and lead the way for the members to improve their skill in the sport. The manager must be able to lead a structured practice with a mix of drills and scrimmages that is felt to be most conducive to improving skills of the club members. These conditions will apply to a coach if the club wishes to have one. If a

coach is available, the conditions can be waived for the manager with approval from the Club Sports Director.

Any Kent State University student may be a manager of a sport club except for first semester freshmen. First semester freshmen may participate with a sport club, but must wait until at least their second semester at a university before they can be given any authority within the Club Sports Program. Additionally second semester seniors are not permitted to be club managers unless approved by the Club Sports Director. This rule may be waived for non-traditional students or students beginning graduate school at Kent State University the following semester.

Required Paperwork - The managers will be responsible for filling out the club paperwork and meeting the set guidelines. Certain forms are required to register the club at the beginning of the year, wrap up the clubs season at the end of the school year, and keep participation records throughout the year. ***All club members will be required to enroll and log in their information under the appropriate club through the dosportseasy.com website on the Recreational Services page. This website has eliminated most of the paperwork.***

Beginning of the Year Forms - Registration

1. Club Sports Registration Form - This is the clubs registration form for each semester. It must be filled out completely and submitted when required.
2. Manager's Affidavit - Clubs are required to have a minimum of two (2) managers' or officers. *All managers need to fill out this form every semester.*
3. Waiver & Emergency Contact Form - These are the waiver forms for the club members. Everyone who competes in the club must sign a card. Individuals have a period of time to decide if they want to join the club. **However, any individual must complete the card prior to participating in any organized activity sponsored by the club.** Managers must continually turn these cards in to the Sport Clubs Coordinator. *Club members only have to fill this card out once a year per club.*
4. Club Sports Roster - These must be filled out by all competitive sport clubs. Each team that travels must fill out a separate roster. For example, if a sport club has two different teams, a roster must be filled out for both teams (two rosters). *This form must be turned in every semester.*
5. Sport Clubs Schedule - This form consists of dates and times of any club events that are scheduled for the semester. A preliminary schedule must be turned in at the beginning of the semester and dates can be added as the semester goes on. *A schedule must be turned in every semester.*
6. Academic Release & Eligibility Form – This form must be completed by all clubs that are competitive in nature or that travel. This form must be completed by all students to verify their eligibility to participate in the club sports program academically. *This form must be completed each semester at the start of the semester and subsequently when any changes to the team roster is made after the initial form is completed.*
7. Participant Contract & Code of Conduct Form - This form is required for all competitive traveling clubs. Any club that collects dues or requires fundraisers should require a participant contract from all members. This contract will stipulate any financial

obligations of the member to the club as well as any fundraising requirements as required for membership in the club. It is highly recommended for non-financial collecting clubs to complete as well, since it does include a Code of Conduct & Hazing section.

End of the Year Forms - Wrap-Up

Year End Reports - This form is to summarize what the club accomplished during the school year and what it has planned for the following year. This form is turned in at the end of the semester and serves as the facility request form for the fall semester. It is also used for identifying new managers.

Participation Forms - **These forms are due before 12:00 pm on the 25th day of each month.** These forms will help the department keep track of the participation that the club had over the year. It is important for the manager to keep accurate participation because much of the next year's fiscal allocations are based on the previous year's participation numbers.

Club Participation Count Sheet – This form is to be used for any time the club meets for practices, meetings, competitions, etc. that are held at Kent State University.

Included on this sheet should be the date and number of hours that the practice/meeting lasted, as well as the number of females and males present at the practice/meeting. Remember to include spectators that may be at your practice or meeting. Spectators at home events can greatly increase a club's participation so be sure to get a fairly accurate count on them.

When clubs travel to special events or competitions, the club should count ALL travel time to and from the event. Members from both clubs should be counted at away events, but not spectators!

Also, include any time spent conducting fundraisers, phone calls, or any other club business. Remember this form should include all club time that is not normally scheduled meetings.

Facility Reservations – A club sport will have times and facilities reserved for the club by the Club Sport Director based on recommendations from the club managers. These times will be the clubs meeting times for the school year. If a club wishes to change a meeting time or is planning to host a special event not during normal meeting times, a facility request form must be filled out and turned into the Club Sport Director **at least seven (7) days in advance** of the day that the facility is requested.

These forms must also be turned in if a club plans to meet during breaks in the school year. These breaks include Thanksgiving, Christmas, spring, and summer breaks.

Please make sure to let the Club Sport Director know if your club switches meeting days or times so the proper information can be given to the students who are interested in the club. A sport club must have ten (10) members present to use their facility space. A club can be bumped out of their facility space during their time if the required numbers of participants are not present.

IMPORTANT: You must notify the Club Sport Director at least two weeks in advance if your club will NOT be meeting during its scheduled time. This allows the department to make use of the facility space while you're not there. If your club "no shows" without prior notice, the department reserves the right to use any of the clubs meeting times (equal to the amount of "no shows") with two weeks notice given to the club or fine the club if the facility requires a rental fee or a supervisor be present.

Special Events: If a club must cancel a special event in an emergency (i.e.: tournament or competition) to be held in the Annex or the SRWC, the club must leave a message with the Club Sport Director or the administrator on duty stating that the event is canceled. Failure to do this will result in a fine of \$25.00 for failure to use a reserved facility space, and possible suspension from holding other special events the remainder of that semester/year.

Clubs may be asked to re-schedule or cancel regularly scheduled meeting times during the time of the same intramural sport tournament. (i.e.: the dodgeball club may be asked to re-arrange their club meeting time during the intramural dodgeball tournament.)

Facilities and field space recommendations made by the club managers are reserved by the Club Sport Director as they are available. If a space is not available, then the Club Sport Director will make every reasonable effort to secure another suitable space for a club to practice/meet. However, if no additional space is available then the club will (1) will have to share space with a related or unrelated club, or (2) be granted time and space from another clubs schedule, or (3) not have space allocated.

Academic year reservation requests shall be made in accordance to the following timelines:

- **Fall semester – schedules completed by July 1**
- **Spring semester – scheduled completed by October 1**
- **Summer schedule – only as approved by Club Sports Director**

Equipment Inventory - Sport club managers will be responsible for the club's equipment during the school year. Any equipment that is lost, stolen or damaged beyond normal use will be charged to the manager who signed out the equipment.

Equipment inventory should be done at the beginning of each semester, before the club starts to participate. The manager will then sign out what equipment he/she needs and will be responsible for the equipment from that point forward.

Equipment inventory must be done again at the end of each semester. All equipment should be checked back into the control of the Department of Recreational Services at this time. Once this is finished, the club manager will no longer be responsible for the equipment.

Inventories must also be done over the summer if clubs are going to be active during that time.

NOTE: Only students may check out club equipment. In order for community club members to have equipment, the manager must check out the equipment for them. In this scenario, the equipment is the responsibility of the club manager and the manager will be charged if the equipment is not turned in.

- Manager's can ask community members for deposits when issuing them equipment. The deposits would be held by the Club Sports Director until the equipment is turned in.

- Any equipment not turned in gets charged to the person who signed out the equipment at full replacement cost plus an administrative fee. **STUDENTS WILL NOT RECEIVE THEIR GRADES, BE ABLE TO SCHEDULE CLASSES, OR BE ABLE TO GRADUATE UNTIL THE EQUIPMENT IS TURNED IN OR THE FINE IS PAID.**

Legal Liability - The manager will be responsible for the actions of the sport club. It is the manager's responsibility to have the club member's act in a responsible manner that will not negatively impact participants or the image of Kent State University. Failure to control the members of a sport club can result in termination of the manager, and/or de-registration of the sport club, up to referral to the Office of Student Conduct for violations of the University Policy Register or other appropriate guidelines.

Under no circumstances is a manager or member of a sport club allowed to sign a contract that places a financial burden on Kent State University. Examples would include: contracting a specialist to lead practice/clinic, or buying equipment for the sport club. Signing room reservations or game/officials contracts can be done if permission is given from the Club Sport Director prior to the day of the event.

All sport club managers employed by Kent State University are protected by a one million dollar insurance policy against liability suits incurred during the performance of their duties as manager. The manager will be covered for personal liability up to one million dollars per occurrence, regardless of the number of persons who suffer damage, injury, or death as a result of the occurrence. Managers will not be covered if the occurrence happened outside of the scope of the managers' duties, with malicious intent, in bad faith, or in a wanton or reckless manner.

Fiscal Responsibilities – The club sport manager is ultimately responsible for all financial aspects of the club; however, clubs that have a treasurer shall incur liability with this individual as well. The sport clubs office will also be keeping records for each club but it is ultimately the responsibility of each sport club manager to keep their own records. Deficit Spending by a sport club is PROHIBITED! (The specifics on the fiscal policies will be covered in Fiscal Policies and Procedures).

1. Inform all club members of the appropriate policies regarding expense and travel reimbursements, and sign off on approved reimbursements in a timely manner.
2. Inform all club members the policies regarding dues, fundraisers, the amount due and when the amounts are due.
3. **Any purchase that is over \$500 must receive approval from not only the Club Sports Director but the Director of Recreational Services before it can be made, regardless of whether the team has the funds or not.**

Manager Payment – Club Sport Managers are considered volunteers and their experience gained through leading their programs shall be considered compensation for their services to their clubs and the Department of Recreational Services.

FISCAL POLICIES & PROCEDURES

Fiscal responsibility is one of the major duties of the sport club managers. The managers are responsible for all monetary aspects of the club, including; raising money for club usage, controlling the spending of club money, and informing the Club Sport Director when a sport club is in need of supplies or equipment. The Club Sport Director will work very closely with the club managers to ensure proper control of a sport clubs finances.

NOTE: Club sports may not be used for the financial benefit of any individual or group. All funds raised by the club must be deposited into the sport clubs account run by the Department of Recreational Services.

Allocations - The Department of Recreational Services allocates a certain amount of its budget to the Club Sports Program each year. Clubs may or may not get their requested allocation, based upon available funding provided by the department. The Club Sport Director, shall determine a committee to receive and determine allocations to each club requesting funding, the committee will allocate money to each club based on factors such as: previous year's participation, amount of money required to run the sport club successfully, sources of revenue and expenses from previous years and the amount of positive publicity that the sport club brings to the university.

Club sport managers will be responsible for submitting an allocation request form to the Club Sport Director. Allocations decisions will be made on the proposal, past allocations, past participation, amount of warnings and fines from the previous year, and positive public relations by the club. Clubs will be limited to a maximum of \$1,000 unless special circumstances are involved. Funds allocated will also be based on the amount the club feels it can raise in dues and fundraisers. If the club does not reach its stated amount, the allocation or any portion thereof can be revoked by the Club Sport Director. Allocations may be revoked by the Club Sport Director at any time; for a clubs failure to abide by university, department of sport club guidelines.

GUIDELINES FOR ALLOCATION REQUEST

- a. Clubs must provide a financial contribution plan (ex: dues, fundraising, sponsorships, etc.) in order to receive any allocation from the Department of Recreational Services.
- b. Clubs may be required to present their allocation request to an allocation committee. Any club that does not attend this meeting *if required* will not receive funding.
- c. The Allocation Request Form and the Sport Club Registration form must be handed into the Sport Clubs office by the deadline established in the first meeting of the fall semester.
- d. The Club Sport Director reserves the right to withdraw any allocation awarded.
- e. The Club Sport Director will make the final allocation decision.
- f. Allocations will be given in the following priority:
 - i. Competitive Clubs
 - ii. Recreational Clubs
 - iii. Special Interest Clubs
 - iv. Fitness/Martial Arts Clubs
- g. Allocation decisions will be based on the proposal, past allocations, participation, amount of warnings and fines from previous year, ability to generate revenue, carry-over funds and positive public relations by the club; as well as the funds available to allocate.

Dues - Sport Clubs may charge dues to the members to raise additional funds for club expenses. If a club wishes to institute dues, it must be approved by a club membership vote. For the dues to pass, there must be a 2/3 affirmative vote by at least 50%+1 (quorum) of the active members of the club. A representative of the Sport Clubs Office must be present at this vote, so be sure to inform the Club Sport Director when the voting will take place.

Dues that are collected from members should be deposited with the Club Sport Director the same day they are collected. The club manager will be responsible for all money until it is deposited with the Recreational Services Office.

Generation of Income – club sports have many options besides charging dues in raising funds. The following is a list of fundraisers that have been successful. Club sports are welcome to come up with their own ideas. Any suggestion will be given consideration. **THE CLUB MUST ASK PERMISSION FROM THE CLUB SPORT DIRECTOR BEFORE THEY ATTEMPT ANY FUNDRAISER.**

FUNDRAISERS

1. Creating and selling sport club t-shirts, sweatshirts, mugs
2. Selling candy bars, cookies, etc.
3. Collecting ads for game program
4. Donations from local businesses
5. Hosting a tournament
6. Sponsorships
7. Working at local sporting events
8. Volunteering time officiating intramural sports in a similar sport
9. Working as a group at theme parks or cultural and arts events
10. Selling ad space on sport club web pages (must be approved prior to the sell)

Clubs may not endorse, host or be involved with any type of gambling events (e.g. Poker Tournaments) to raise funds for their clubs. These events are illegal in the State of Ohio.

Spending Club Funds - Clubs may spend money on entry fees, purchasing club equipment, supplies and uniforms, reimbursement of club members, and other various expenses. Club managers may request to spend club funds for anything that will help the club reach the goals that the members of the club wish to attain.

The sport club manager **MUST** get permission from the Club Sports Director before they spend any club funds. Club managers and members will not be reimbursed for expenditures of unapproved purchases. **SPORT CLUBS MAY NOT DO ANY DEFICIT SPENDING.** The sport club manager is responsible for any spending that the club does and will be responsible for deficit spending.

Spending/Reimbursement Procedures - In order to spend club funds the club manager must do the following.

1. Ask permission from the Club Sport Director.
2. Fill out the proper paperwork. (Examples below)
 - Equipment/uniform purchases: write down company name, item numbers, prices, fax numbers and any other relevant information.
 - Entry fees: Please have an invoice or registration form for the tournament, etc.
 - Referee payments: Please have the referee fill out a Contract for Personal

Services prior to the event if possible to ensure timely payment. This form must be filled out before payment can be made.

- After receiving permission to purchase supplies or equipment, you will need a detailed receipt in order to be reimbursed. Remember to get the Tax Exempt form before making any purchases.
3. Sign all original receipts and turn them in.
 4. All purchases must be inventoried before you can be reimbursed.

STUDENT CODE OF CONDUCT

<https://www.kent.edu/studentconduct/code-student-conduct>

The sport club managers and members are expected to follow the guidelines created by the Club Sports Program, the Department of Recreational Services and Kent State University Policy Register. Anytime that the guidelines are willfully ignored or deadlines are not met, the club sport or individual members may be subject to disciplinary procedures.

ALCOHOL USE - Ohio State Law requires individuals to be 21 years of age to consume alcohol. Any club who is responsible for serving a minor will face severe penalty. Any club member who is a minor and is drinking at a club function will face severe penalty. Sport clubs must obey all laws and regulations pertaining to alcohol in regards to age, driving, and specific facility's alcohol policy.

Transportation or consumption of alcoholic beverages is strictly prohibited while traveling to or from an event, prior to the event, or during the event on a Kent State University club-sponsored trip.

HAZING – All sport club members and guests must be aware of and adhere to the policy on hazing. Hazing is any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation, or ridicule for the purpose of "testing" the student's loyalty prior to becoming or as a member of the group. Historically related to fraternities and/or sororities, hazing actually may occur within any student organization. Such actions include, but are not limited to the following examples:

- All forms of strenuous physical activity, not a part of an organized, voluntary athletic contest or not specifically directed toward constructive work that might reasonably be expected to bring physical harm to the individual.
- Paddling, beating, pushing, or in any other way permitting anyone to strike a student.
- Activities that interfere with a student's academic program (loss of sleep, study time, etc.).
- Coercing a student to eat or drink amounts of any substance.
- Abduction, road trips, etc. which are conducted in a manner which endangers the health or safety of a prospective or active member.
- Subjecting a student to cruel psychological conditions.
- Behavior which disrupts the normal functioning of the University or is disruptive to the normal living environment.
- Any requirement which forces a student to participate in any activity which is illegal, publicly indecent, morally degrading, or contrary to the rules, policies, and regulations of Kent State University.

Any and all acts of hazing should be immediately reported to the Club Sports Director for further review.

Individual Members or Managers - Members and managers may be disciplined for actions that are not in the best interest of Kent State University. Any action that goes against a verbal or written guideline will result in disciplinary action. Individual sanctions that can be imposed are:

- Warning letter/Probation - Individual should meet with Club Sports Director.
- Suspension from sport club - After a period of time the individual may apply for

reinstatement.

- Termination - Individual is removed from the sport club program for the remainder of their college career.
- Conduct Court - Individual is brought up on charges to the Office of Student Conduct and faces the decision of the hearing officer.

Club Sanction - Entire sport clubs may be disciplined for not following sport club guidelines, not meeting deadlines for paperwork, missing meetings and for acting in ways that will not reflect well on Kent State University.

Club sanctions are as follows:

1. Club Warnings - Late paperwork and missing a Sport Club Council meeting.
2. Monetary Fines - Fines are imposed for repeatedly late paperwork or missed meetings.
3. Freeze of Budget - If over-spending is done or other major infractions occur.
4. Suspension of Travel Privileges - Infractions of travel policies or other major infractions occur.
5. Removal of Sport Club's Facility Space - Repeated misuse of facility space, lack of participation; or unannounced cancellations will result in the suspension of facility privileges.
6. De-registration of the Sport Club - This happens when there is a blatant disregard for regulations or repetitive problems within the sport club occur.
7. Individual sanctions may be made against individual participants of the club up to and including forwarding their case to the Office of Student Conduct for further review.

Fines – The Club Sports Director may levy fines on clubs or individual members that fail to perform their duties as club managers, or may engage in conduct detrimental to the club itself or the sport club program at Kent State University. Listed below are examples of fines that a club or individual may receive (*this list is provided as an example and is NOT all inclusive*):

1. Paperwork not submitted by the appropriate deadline.....\$25.00 + \$5.00/day per item
2. Failure to submit authorization for travel.....\$100.00 (plus club sanctions)
3. Missed sport club council meetings or late participation counts.....\$50.00 for the 1st or 2nd Offense, \$100.00 each offense beyond the 3rd.
4. Missed CPR/FA class.....\$50.00 (without a 72 hour notification)
5. Failure to return club equipment by deadline.....Equipment replacement cost plus \$50.00 administrative fee plus \$2.00/day per item rental fee after deadline.
6. Missed field house/annex scheduled time without prior notification.....rental fee, supervisor fee (if applicable), plus \$25.00 and possible loss of further reservations.

Fines may be doubled if the club received an allocation during the academic year. The Club Sport Director reserves the right to alter or add to any disciplinary decision based on the severity of the situation.

Appeal Process - Any sport club member who would like to dispute a sanction levied against them or their club has the right to appeal the decision. The following procedure must be followed for the appeal to be given consideration.

1. A written protest must be filed with the Club Sport Director within 14 days of the club's notification of the decision. The Club Sport Director will then confer with the Student Recreation Council (SRC), and a written answer to the protest will be returned to the protesting club/individual within seven (7) days.

2. If an unsatisfactory decision is returned, the sport club/individual may submit the written protest with the Director of Recreational Services. A fifty (\$50.00) dollar fee must be enclosed with the protest. If the protest is upheld, the sport club/individual will receive their money back and may return to the sport club. If the protest is overruled, the \$50.00 will be put into the Department of Recreational Services account. The Director of Recreational Services will have 14 days to return a decision.
3. If a sport club/individual wishes to pursue the protest further, they may contact the Student Ombudsman at 330-672-4050.

Diversity

Non-Discrimination – No student, faculty/staff, coach or guest may be discriminated against for participation in club sports programs based upon race, creed, color, national origin, age, sex, religion, marital status, sexual orientation, military status or disability. The University Policy Register – Administrative policy regarding unlawful discrimination (5-16); and Administrative policy regarding complaints of gender discrimination, sexual harassment, and sexual misconduct (5-16.2), and all applicable state or federal laws regarding discrimination and diversity apply. The club sports program seeks to encourage open and fair program participation for all without infringing upon rights of others.

Transgender Athlete Policy – Participation in gender specific club sports programs will be based upon the governing policy of the applicable sports association or conference, or the NIRSA Championship Series Guidelines Policy on Transgender Athlete Inclusion.

NIRSA Championship Series Guidelines on Transgender Athlete Inclusion

<http://nirsa.net/nirsa/2014/12/18/new-nirsa-championship-series-guidelines-and-policies-are-aimed-at-transgender-athlete-inclusion/>

PUBLICITY FOR SPORT CLUBS

Sport Clubs have many different media outlets available to them to advertise sport club meeting days and times, upcoming events, fundraisers, or results from earlier contests. Listed below are some of the publicity ideas available to sport clubs. Any marketing ideas that the club comes up with may be used, but the sport clubs must receive permission from the Club Sport Director. Running any type of publicity without approval from the Club Sport Director is a violation of policy.

Advertisement Opportunities

- A. Transit Advertising - Posters will be put in all of the campus buses. There is a fee but very affordable for the number of people who ride the campus bus system.
- B. Kent Wired Advertisements - The sport clubs may advertise upcoming meetings, events or contests in the Daily Kent Stater newspaper. For price information contact the Daily Kent Stater or the Sport Clubs Office.
- C. Web Page - Clubs are encouraged to have their own club page that is linked to the departments' page. The Department of Recreational Services home page is www.kent.edu/recservices. Your club already has a page set up with club managers' names and phone numbers and meeting times and dates. It is the club managers' responsibility to expand on this if they so choose. All web page content must be approved by the Club Sport Director. Any web page material deemed not appropriate by the Club Sport Director must be removed or club sanctions will occur.
- D. Social Media – social media sites are highly encouraged but precautions need to be made to ensure quality information is being delivered.

Campus Relations

- A. Blast-off – The Sunday prior to classes beginning each fall semester, this event is usually for freshmen and transfer students.
- B. Black Squirrel Festival - Reserving a table at the Black Squirrel Festival is a very good way to raise awareness and recruit members for your sport club. Be prepared to reserve a table early because the event is usually held the first or second weekend of classes.
- C. Information tables - Tables can be set up in the student center or in the mall area of the Student Recreation and Wellness Center (SRWC).

Use of Office Equipment - Sport Club Managers may use office equipment for club purposes only. The phones, computers and copy machines may all be used, but the following guidelines must be followed:

- A. Only managers may use the equipment
- B. Managers must call ahead and make reservations to use the equipment
- C. There must be someone from the office present to allow the club managers to use the equipment
- D. The manager must have previous knowledge of how to use the equipment
- E. Not following these guidelines will result in the loss of these privileges

RISK MANAGEMENT & SAFETY

First Aid/CPR Requirements

All managers are required to be certified in first aid and CPR. No club events may take place without a person certified in first aid and CPR present at the event. This shall include practices, games, seminars or any event hosted or traveled to by the sport club. The managers who are first aid and CPR certified must be present at all home and away games and practices. Any club who is found to have held any session without having a certified person in attendance will face de-registration.

NOTE: This rule can be waived only if the club hires an athletic trainer who will act as the first aid administrator for the season.

Safety Equipment and Supplies

All clubs who practice or host events outdoors on Kent State University property must have the following safety equipment with them during all games and events and at practices when the equipment is available. It is highly recommended that the club hire an athletic trainer for games and tournaments.

First Aid Kit Each competitive club should have a first aid kit and make sure it is well stocked. The first aid kit should be at every practice and game. Special Event clubs should take a first aid kit on their trips. It will be the clubs responsibility to let the Club Sport Director know when the kit needs restocked.

Items to keep stocked in the first aid kit:

trainers tape	band aids	alcohol swabs	hydrogen peroxide
elastic bandage	saline solution	rubber gloves	Biohazard bags
scissors	triangular bandage	eye pads	safety pins
non-latex gloves	tongue depressors	cotton swabs	gauze pads
cold packs	first aid ointment	splint	bleach & water
first aid manual			

Parking

Club members, visiting teams, spectators, etc., of a club event (practice or games) may only park in designated areas. Parking along the road or on grassy areas is not permitted; cars may be ticketed or towed at the owner's expense. It is each clubs' responsibility to inform the visiting teams and spectators of approved parking areas, and if parking passes must be purchased to park in specific lots (e.g. SRWC lot). The Department of Recreational Services will not pay any fines incurred for parking in areas without proper permits/passes. The university is also not responsible for any damage to vehicle or personal property while on university property.

Injury Report Forms – “Matter of Record” Form

Whenever an injury occurs at a club practice or event, a Matter of Record form must be filled out. All injuries: (serious, non-serious, practice, games) should have a Matter of Record form filled out. These forms need to be turned into the Club Sport Director within 48 hours of the injury. If the injury is serious or life-threatening, the Club Sport Director should be notified

immediately.

Personal Participation Evaluations

The Department of Recreational Services has the right to request a doctor's physical and a doctor's written permission if it is the belief of the department that an individual is not physically or mentally fit to compete in the specific sport club.

The Department of Recreational Services also has the right to deny participation to individuals who have committed blatant rules violations or have acted in a manner that have put them or other individuals in a dangerous situation.

Facility Inspections

Regular inspection and maintenance of facilities is helpful in ensuring safe play areas. Informal inspections should be an on-going process that involves checking the conditions of the playing surface and surrounding areas for things such as wet floors, broken windows, glass on the playing area, etc.

Sport club managers should check the facility for problems prior to every practice or event. If there is a problem that will cause undue danger to the participants, the event/practice should be postponed or moved to a different facility.

Equipment Inspections

Equipment inspections should be done on a formal basis at the beginning of each year. Any equipment that is not in usable condition should be given to the equipment room manager. A written list of the equipment that is not usable should be submitted to the Assistant Director of Sport Clubs and every effort will be made to replace the equipment.

Informal or spot checks should continue throughout the year. If any equipment wears out during the year, give the damaged equipment to the equipment room manager and again submit in writing to the Assistant Director of Sport Clubs the equipment that is no longer usable.

Emergency Action Plan

Definition: Any instance when normal sport club activity becomes an unnecessary threat to an individuals health and/or well-being due to the condition of the facility.

Examples:

- Standing water on the gymnasium floor.
- Constant drip or stream of water coming from the ceiling to the activity area.
- Gymnasium floor is excessively slippery or wet.
- Outdoor field has standing water on the playing area.

Actions of Club Representative (student organization officer, team member or administrator):

- Contact the Facility Supervisor on duty and make them aware of the problem.
- Mark the area that is a potential hazard and avoid use in that area.
- Have the area mopped or towed dry.
- If area does not improve and the area is unavoidable due to the nature of the activity,

ask the Facility Supervisor to move your club to another area.

- If no other area is available, the sport club manager should cancel the remainder of practice.
- The club manager should then notify the Facility Supervisor of the decision to cancel the activity due to dangerous conditions.
- Clubs who compete outside should use their best judgment to decide if the field is playable. A rule to follow is that if the condition of the field could cause injuries that would not normally occur during normal play than the field should not be used. Practice or games should never be played during a lightning storm.

Precautionary actions for club sports programs at a supervised* or non-supervised** facility:

- A club representative (student organization officer, team member or administrator) certified in first aid must be present at every club practice or event.
- Take a first aid kit to every practice or event.
- Have a cellular phone available for emergencies at every practice, game or special event.
- If the field is deemed unplayable, contact the Club Sports Director to inform of your decision and why.
- Keep a log of every time practice or games were canceled because of unplayable field conditions.

**Supervised facility is one in which there is direct oversight of the activities taking place by student employees or administrators*

***Non-supervised facility is one in which there is no direct oversight of the activities taking place by student employees or administrators*

Actions of club representative if an injury occurs at a **supervised facility**:

- Determine if the injury is serious or life threatening (concussion, heat stroke, loss of consciousness, excessive bleeding, cardiac arrest, broken bones, extreme pain).
- **If Injury is serious or life threatening:**
 - Send a club member to call EMS, notify the facility supervision of the injury.
 - If victim is conscious, keep them as comfortable and calm as possible.
 - **Do not move** the victim unless their condition is life threatening and then only move the victim enough to be able to perform life saving techniques on the victim. **Only those people certified in first aid/CPR should perform life saving techniques**
 - Be prepared to give the EMT's as much information about the accident and the first aid administered to the victim.
 - Contact Club Sport Director and notify of the situation.
- If injury is **not** serious or life threatening:
 - Send a club member to find the facility supervisor.
 - Keep the victim calm and comfortable. Only move him if it can be done without putting strain on the injury.
 - Assist the supervisor with acquiring information about the accident.

Actions of club representative if the injury occurs at a **non-supervised facility**:

1. Determine if the injury is serious or life threatening.
2. **If the injury is serious or life threatening:**

- Contact Campus Police at 672-2212 to have them contact EMS.
 - Give the dispatcher all the information requested, and stay on the phone until the dispatcher tells you that you can hang-up.
 - If the victim is conscious, keep them as comfortable and calm as possible.
 - **Do not move** the victim unless their condition is life threatening and then only move the victim enough to be able to perform life saving techniques on the victim.
 - **Only those people certified in first aid/CPR should perform life saving techniques.**
 - Be prepared to give the EMT's as much information about the accident and the first aid administered to the victim.
 - Contact Club Sport Director and notify of the situation.
3. If injury is **not** serious or life threatening:
- Evaluate the injury and decide if the person should be taken to the hospital.
 - Fill out injury report form and submit it to the Club Sport Director within 48 hours.

Tornado Procedures

Tornado Warning: The City of Kent has an emergency warning system to provide residents with immediate notification of impending emergencies or disasters such as tornados. When emergency conditions exist, the emergency warning siren will be activated. When the siren is activated, everyone should go to the nearest "tornado shelter".

Tornado Shelters: As a general rule, shelter from tornados would include areas which are in the lower levels of the building, away from windows and are not under wide expansion type roofs.

Outdoor Club Activities: When the tornado siren begins, the club managers should take the entire club to the nearest building and go to the designated tornado shelter areas in that building. The managers of each club should know which building to go to and where the tornado shelters are in that building prior to the season.

All Clear Signal: When the emergency warning signal has been activated, everyone should seek shelter and remain in the shelter until at least twenty (20) minutes after the last siren has ceased. There is no "all clear" signal by the siren. After twenty minutes has expired from the last siren, it is reasonable to believe that normal activities can resume. If available, tune a radio to WNIR (100.1) or WKSU (89.7). These stations will provide you with the following information: type of emergency, location of emergency, what you should do, where you should go and when the emergency is over.

Fire Alarm Evacuation Procedure

It is very important to respond to all fire alarms (even if you know it is a false alarm). In the event of a fire alarm signal, calmly leave the building through the nearest exit. Make sure all club members exit as quickly as possible. **Any time the alarm sounds, evacuate the building.** Once outside, take a "head count" and make certain all of your club members are present. Do not re-enter the building for any reasons before notice has been issued by the commanding fire fighter. Should you detect a fire inside any building, immediately pull a fire alarm and/or call 911.

TRAVEL POLICIES & PROCEDURES

Sport clubs that wish to travel to competitions and special events must follow guidelines in regards to approval of the trip, approval of the drivers for the trip, reimbursement for accrued expenses, and securing vehicles for the trip.

Approval of Travel Policies and Time Lines

1. Travel Guide – this form outlines all the travel policies and what is required to be an authorized driver for club sanctioned events.
2. Authorization Request for Release of Information - (Driver's License Checks) - Any student, faculty, staff, or sport club manager of Kent State University may drive to an approved sport club event. They must fill out this Driver Check form to be approved. It is important that this form is filled out very neatly because Travel Services has to be able to get correct spellings and driver's license numbers to process the drivers check. Only club members with a complete and approved Authorization for the Release of Information Form are permitted to transport club members. This form should be turned in at the beginning of every semester, and updated throughout the semester as needed.
3. Travel Approval Form - Complete the Event Center Form on the club dosportseasy.com site. This form is the application to the Club Sport Director for approval of the trip. This form must be in the office **at least four (4) weeks in advance** of the departure date. All information about the trip should be included on this form. Included will be club name, destination of the trip, times and days of departure and return, if private or university vehicles are being used. The club will be notified if approval of a trip has been denied.
4. Travel List Form – Complete the Roster/Travel Form in the dosportseasy.com site. This second half of the Travel Approval Form which lists the names of all individuals traveling with the sport club. This form must be into the Sport Clubs Office **at least one week prior to the trip.**
5. Trip Expense Reimbursement Form - A sport club manager may reimburse members for gas, food, and lodging for trips if the individual sport clubs budget allows. A trip expense sheet must be filled out and turned into the office within seven (7) days for reimbursements to be considered. This form should contain the name of the individual who is being reimbursed, what he/she spent the money on, and the total payment to be reimbursed. All original itemized receipts of the expenses must be turned in with the trip expense sheet. No reimbursement will be given without original itemized receipts. The person being reimbursed must sign all receipts. Club managers may not sign for their own reimbursement, another club manager, coach, or advisor must sign for approval
6. If these forms are not turned in on time, the trip will not be approved and the club may face a disciplinary sanction.

Renting Vehicles

1. Rental Vehicles - To rent a minivan (Enterprise™); the sport club manager must turn in the travel approval form and inform the Club Sport Director of the club's intent to rent a vehicle. This must be done at least four (4) weeks prior to the departure date for the trip. The manager must fill out a vehicle reservation request and the Club Sport Director will send it to

Enterprise™. The sport club manager will be notified as to where to pick up and return the vehicle. If the club fails to cancel the reservation at least 48 hours prior to the scheduled vehicle pick-up time, it will still be charged the entire fee.

- To be “eligible” to drive a rental vehicle, the student must meet the requirements by Enterprise™ and must have a clean driving record.

Department of Recreational Services policies for drivers of rental vehicles are as follows: one (1) eligible and verified driver is required for every four (4) hours of travel time; a minimum of two (2) eligible drivers are required per rental vehicle; and eligible drivers may not continuously drive any more than four (4) hours.

Eligible drivers of rental vehicles may be covered under the Personal Accident Insurance (PAI) Policy offered by Enterprise™, which should always be accepted. However, drivers shall be responsible for any tickets or fines incurred while traveling and shall be responsible for any damage to rental vehicles or other property not implicitly covered by the PAI policy. The university does not carry nor provide uninsured/underinsured motorist coverage while traveling on university business and in rental vehicles. Therefore, all drivers' should have a minimum of \$100,000 in uninsured/underinsured motorist coverage in their personal insurance policies.

2. Renting from an outside agency - This may be done as long as the club receives permission from the Club Sport Director or in the case of an emergency (vehicle breaks down during a trip). Any violations in this policy will result in no reimbursement for that trip.
3. Using Private Vehicles - Clubs may use private vehicles if they choose. Anyone's vehicle may be used but an unapproved driver may NOT drive during a club trip even if it is their own car. ANY driver must complete a License Check (Car) Form. Itemized gas receipt are the club sports preferred method over mileage reimbursements due to each clubs' budget, and reimbursements may only be made provided the club has funds to cover the reimbursement.

HOSTING SPECIAL EVENTS

Any sport club who wishes to host a special event should set up an appointment with the Club Sport Director to go over the plans for the event. There are many details that will need to be discussed. Some reminders are:

1. Reserve Facility - The facility will need to be reserved at least one week in advance. For major special events, this reservation should be done at least one month in advance.
2. Vendors - If someone is selling souvenirs or concessions that is not associated with the University; a sales and solicitation form needs to be filled out. Do this as soon as you know who the vendor is going to be.
3. Money - Any money made from the event must be deposited in the club's account that same day. This can be done in the Sport Club's Office. If the SRWC is closed deposit the money the next day.
4. Contract for Personal Service - If an individual or agency not associated with the university is performing or leading a seminar, they must fill out this contract before they will be paid. The sport club manager should receive approval from the Club Sports Director before promising to pay anyone for personal services.
5. Visiting Team Hold Harmless Agreement (Waiver) – Must be collected from all visiting teams prior to the participants stepping onto any university facility, and a roster of players and coaches should be provided for each team attending an event within the SRWC at least 48 hours prior to the event

COMPETITIONS

Home Event Guidelines - These guidelines will be the same as the special events guidelines. If officials need to be paid, the sport club manager needs to get a contract for personal services from the Sport Clubs Office. The official must fill this out before they can be paid by the university.

Away Event Guidelines - Follow all travel procedures as stated in chapter VII. While sport clubs are on these trips, all members should remember that they are representing Kent State University and should behave accordingly. Club managers are responsible for the actions of their club. If the manager is having trouble controlling the sport club, they should set a meeting with the Club Sport Director to discuss the club's options. Travel as a sport club is a privilege and can be revoked if the sport club is causing harm to the image of Kent State University.

If an injury occurs to a member of the club, the manager(s) are responsible for his well being. The manager should make sure that the injured person receives prompt, proper treatment. If the injury is serious, please notify the Recreational Services Department as soon as possible.