



KENT STATE
CLUB SPORTS

2023-2024 MANUAL

KENT
STATE
UNIVERSITY

Recreation and
Wellness Services

RECREATION & WELLNESS SERVICES CLUB SPORTS MANUAL

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INTRODUCTION

ACKNOWLEDGMENTS

The Club Sports Manual is supplemental to the [Student Organization Handbook](#). It includes specific guidelines and policies set forth by Recreation and Wellness Services that may not be addressed in the Student Organization Handbook. If student officers or members have any questions or concerns about their club or the Club Sports Program, please contact Jim Underwood, Associate Director of Competitive Sports, at junderw3@kent.edu.

RECREATION AND WELLNESS SERVICES MISSION STATEMENT

To provide equitable co-curricular experiences through a culture of learning, growth and well-being in a supportive, welcoming environment.

RECREATION AND WELLNESS SERVICES VALUES

1. Belonging
2. Development
3. Integrity
4. Quality
5. Safety

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 and recreational clubs 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 Recreation and Wellness Services is to meet the needs of as many Kent State University students, faculty, and staff as possible. The program currently offers 25 competitive and recreational sports for all levels of skill and experience.

Club Sports are defined as registered student organizations and will adhere to the [Student Organization Handbook](#). Club Sports are also administratively supported by Recreation and Wellness Services; however, there is a responsibility of student leaders and members to be student-organized, student-managed, and student-operated. There are two types of Club Sports:

1. **Competitive** clubs compete against outside competition, usually other collegiate clubs, as part of a structured regional or national league. Competitive club sports must be part of a National Governing Body or Association. They may have recruited members or a tryout process to become a member. They may have coaches, will travel to compete off-campus, and conduct regularly scheduled practices. Competitive club sports may also involve a greater financial commitment and time commitment, both in number of days per week and a longer period for the season.
2. **Recreational** clubs focus more on the instructional aspects and recreational play of the sport or nature of the club they are associated with. They present a social interaction and less competitive environment. Little to no travel is involved and often times recreational clubs may only meet one or two times a week.

CLUB SPORTS GUIDELINES

HOW TO START A CLUB SPORT

Any student organization may be started through the [Center for Student Involvement \(CSI\)](#) process. Once a club is approved by CSI, leaders may seek club sport status by filling out a [Club Sport Application](#) form and submitting it to Jim Underwood, Associate Director of Competitive Sports, at junderw3@kent.edu.

The Club Sports Director reserves the right to deny application which is determined to be of high risk to participants, may pose negative publicity to the club sports program, may not serve the interests of the department, may conflict with similar programs offered, may not be financially self-sufficient, or would place an unnecessary stress on other programs currently offered by Recreation and Wellness Services.

MEMBERSHIP

1. Student organization members with voting privileges and access to university funds must be currently enrolled Kent State University students (undergraduate and graduate).
2. All student org members are required to follow university rules, Student Organization Handbook, [Code of Student Conduct](#), and club sports manual.
3. Interested individuals who are not associated with Kent State University may join a sport club if the club officers and members vote 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).
4. All club sports are required to have an advisor. Please reference the CSI Student Organization Handbook in Section VI for more information. The Club Sports Director, under no circumstances, will act as the club's advisor.
5. Club sports may not officially start participation until the first week of classes during the fall and spring semesters, or after the first Club Sports Officers meeting of each semester. Club sports who have to officially start prior to the guidelines set forth, must receive written approval from the Club Sports Direct.
6. 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 written permission before scheduling or committing to any event.
7. To schedule university facility space for club sports, contact the Club Sports Director. There is no guarantee specific requests may be accommodated.

CLUB SPORTS MEMBER RESPONSIBILITIES

1. **Do Sports Easy** – All club sport members are required to register and input information under the appropriate club through the dosportseasy.com website. All members are required to provided the following information in order to be approved and participate for your club. It's the responsibility of each member to update their account as information changes throughout the academic year.
 - a) Personal Details & Additional Information
 - b) Medical Information
 - c) Driver Information
 - d) Risk and Conduct: Waiver, Code of Conduct, and Hazing
 - e) Academic Release: Eligibility to Participate
 - f) Documents and Certifications
2. **Parking** – It's each members responsibility to park in designated areas only. Recreation and Wellness Services is not responsible for parking fines incurred during club practices, competitions, events, etc.. If special parking needs are required please contact [Parking and Transit Services](#).

3. **Dues** – Club Sport teams, potentially at the competition level, may charge fees to members to raise additional funds, outside of fundraising, donations, and allocations, to offset club expenses.

CLUB SPORTS OFFICER RESPONSIBILITIES

1. Represent the organization at all Club Sports informational meetings. NOTE: A club sports team may designate a representative from the active club roster in instances when officers are unable to attend.
2. Provide the following information to the Club Sports Director during the first week of the fall and spring semesters:
 - a. Participant roster with names and kent.edu email addresses.
 - b. Copy of home and away competition schedule, including dates, times, and locations.
 - c. Copy of the club constitution.
3. Submit the following forms and/or reports to the Club Sports Director prior to the established deadline.
 - a) **SEMESTER REPORT** – First day of finals week.
 - b) **YEAR END REPORT** – First day of finals week.
 - c) **[INJURY REPORT](#)** – Immediately following accident or injury while on campus, or within 24-hours of returning from an off-campus competition and/or event.
 - d) **PARTICIPATION COUNTS** – No later than the 3rd day of each month for the previous month.
 - e) **[VISITING TEAM HOLD HARMLESS WAIVER](#)** – Filled out prior to start of competition/event and submitted within 24-hours after collecting.
 - f) **[TRIP/EXPENSE REIMBURSEMENT](#)** – Must be submitted within one week after purchase or return from team travel.
 - g) **[EQUIPMENT UNIFORM PURCHASE REQUEST](#)** – Can submit request at any time.
 - h) **[CLUB SPORTS PARTICIPANT WAIVER \(Tryouts Only\)](#)** – Filled out prior to participation and submitted within 24-hours after collecting.
 - i) **[CONTRACT FOR PERSONAL SERVICES & OPERS ACKNOWLEDGEMENT FORM](#)** – Filled out prior to start of competition and submitted within 24-hours after collecting. Referees paid directly through their association or conference do not have to fill out this form.
6. Make arrangements relative to the club's competitive schedule:
 - a) Be responsible for the team schedule.
 - b) Arrange for practice and game facilities, with approval by the Club Sports Director.
 - c) Arrange for lodging and food as necessary.
 - d) Secure game officials and initiate forms to insure payment forms are completed in full
 - e) Submit EVENTS in Do Sports Easy for approval by the Club Sports Director.
 - f) Report results of competition in Do Sports Easy.
7. Club officers must refer to and following the guidelines set forth in the [Club Sports Travel Guide](#) for any scheduled event off campus.
8. Inform the visiting teams of approved parking areas while visiting the Kent Campus. If special parking needs are required please contact [Parking and Transit Services](#).
9. Club officers are responsible for equipment checked out for the season and responsible for returning equipment at the end of the season.

RISK MANAGEMENT & SAFETY

1. **Safety Requirements** – Club officers are responsible for obtaining the certificates below, submitting Injury Report forms, and oversight of their clubs first aid kits.
 - a) **CPR, AED, and First Aid Certification** – Club officers are required to be certified. Certification must be obtained through RecWell and completed within the two months of fall and/or spring

semester. Contact the Club Sports Director to register for a class. At least one officer must receive their certification before the club can begin regular scheduled meetings, events, practices, and/or games. If club officers do not receive certification while in a leadership role, the club sport will lose spending ability in the RecWell club sports account. ***Failure to attend a registered CPR class (or failure to notify the Club Sport Director 72 hours prior to the start of the class) will result in the individual being billed the cost of the class.***

- b) **Concussion Training Certification** – All club officers are required to complete online concussion training through the [National Federation of State High School Associations](#) and/or [Center for Disease Control](#). This training is free of charge. At least one officer must receive their certification before the club can begin regular scheduled meetings, events, practices, and/or games.
 - c) **Injury Report Form** – If an injury occurs at a club practice or event, make sure proper care is given to the injured individual. If the injury is serious enough, immediately call the Emergency Medical Service (911). A club officer must fill out the form for every injury (serious or not) which occurs during any sanction event. Submit the form to the Club Sports Director immediately following accident or injury while on campus, or within 24-hours of returning from an off-campus competition and/or event. If the injury is serious (broken bone, unconsciousness, respiratory problems, trauma or head injury) please contact the Club Sports Director as soon as possible.
 - d) **First Aid Kit** – Clubs teams hosting outdoor events on Kent State University property must have a first aid kit with them at all times. It is recommended the club hires an athletic trainer for games and tournaments. Contact the Club Sports Director for more information on how to obtain a first aid kit, restocking your first aid kit, or hiring an athletic trainer.
 - e) **Hazing Prevention 101™** – This course is a short awareness course educating students on how to recognize, prevent and report hazing. The real-life scenarios prepare students, group members, and bystanders, to make informed decisions, ultimately empowering them to prevent hazing.
 - a. Course Access
 - i. Log in at <https://kent.prevent.zone> using your KSU username and password.
 - ii. Click the title “**Hazing Prevention 101™ Course – College Edition**”.
 - iii. Click **ENROLL ME** upon our first access.
 - iv. Start with the first activity in the course.
 - v. Save the certificate of completion – this is your record of completing the course. Email a copy of certificate to the Club Sport Director. (In the future this certificate will be uploaded in Do Sports Easy.)
2. **Facility Inspections** – It is recommended to complete informal inspections to the playing surface and surrounding areas prior to each practice or competition. If there is a problem please contact the appropriate individual in charge of the facility space.
 3. **Equipment Inspections** – It is recommended to complete informal inspections of equipment. Any equipment borrowed from RecWell deemed unusable should not be used, and be returned to RecWell as soon as is reasonably possible.
 4. **Emergency Action Plan** – Any instance when a normal club sport activity becomes an unnecessary threat to an individuals health and/or well-being due to weather conditions and/or conditions of the facility. Please refer to the Club Sports EAP for details outlining policy and procedures.
 5. **Flash ALERTS** – Kent’s State official emergency text notification system to alert subscribers of critical information no matter what time it is or where they are in the world. Flash ALERTS expands theh university’s ability to send critical news and information to the university community during campus emergencies. It is recommended all club sport members subscribe to [Flash ALERTS](#).

TRAVEL POLICIES & PROCEDURES

Club Sports wishing to travel to competitions or special events must follow guidelines in regards to approval of the trip, approval of the drivers, possibly securing rental vehicles, using personal vehicles, and reimbursement for accrued expenses. For more information on travel policies and procedures please reference the [CLUB SPORTS TRAVEL GUIDE](#).

FACILITY RESERVATIONS & HOSTING EVENTS

1. **Facility Reservations** – Club sports looking to secure on-campus facility space will be reserved by the Club Sports Director. Off-campus facility scheduling is the responsibility of the club sport officers.
 - a) Must notify Club Sports Director at least two (2) weeks in advance to secure facility space and if facility space WILL NOT BE USED.
 - b) If a club “no shows”, the Club Sports Director reserves the right to cancel future scheduling dates.
 - c) If the RecWell facility requires an employee supervisor to be present, the club will cover the cost of the employee supervisor’s paid time.
 - d) All on-campus facility rentals are subject to availability and subject to change.
2. **Hosting Events** – Club sport teams wishing to host an event and/or competition must set up an appointment with the Club Sport Director to discuss the Hosting Events guidelines and policies document.

FISCAL POLICIES & PROCEDURES

Fiscal responsibility is the responsibility of the club sport officers. Both 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 there is need of supplies or equipment. The Club Sport Director will work with the club to ensure proper control of a club sports finances.

1. 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 club sports account operated by Recreation and Wellness Services.
2. **Allocations** – Allocations are not guaranteed. To apply for USG allocation funds please visit the [Undergraduate Student Government website](#) for more information. To apply for RecWell allocation funds please submit an [Allocation Request Form](#) to the Club Sport Director.
3. **Dues** – Some club sport institute a participation fee to raise additional funds for club expenses.
 - a) If a club sport does not own their own bank account, but utilizes the Recreation and Wellness Services account; collection of team dues MUST be deposited with the Club Sports Director within 48-hours.
4. **Fundraising** – Club sport teams are responsible for setting up their own fundraising programs to help offset club expenses.
 - a) If the club sport is depositing funds into the Recreation and Wellness Services account; a W-9 Form will be requested by the company. Visit the [Tax and Treasury Services website](#) to download a copy of W-9 form.
 - b) Club sports using an external bank account are not able to use the W-9 form.
5. **Spending Funds** – Club sport officers may request to spend club funds held in the RecWell account for anything that will help the club reach goals set forth by the members of the club.
 - a) Club sports may not spend while their account is in a deficit.
 - b) RecWell is not responsible for club sports spending when using their own club bank account.

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](#).