



ETSU Campus Recreation Sport Club Handbook

(Revised August 2017)



Staff Contact Information

Kari Albarado, Director of Campus Recreation CPA Room 223	423-439-7984	albarado@etsu.edu
Adam Knobloch, Associate Director for Sport & Fitness Programs CPA Room 211	423-439-7977	knobloca@etsu.edu
Jalen Howard, Graduate Assistant for Sport Programs CPA Room 210	423-439-7987	sportclubs@etsu.edu
Brianna Byerley, Graduate Assistant for Athletic Training CPA Room 212	423-439-7987	byerleyb@etsu.edu

Campus Recreation / Sport Club Office

Campus Recreation Main Number	423-439-7980	Fax	423-439-7970
Campus Rec/CPA Administrative Office Hours	Monday-Friday: 9:00 am – 5:00 pm		
Intramural & Sport Club Office Hours	Monday-Thursday: 10:00 am – 5:00 pm Friday: 10:00 am – 2:00 pm <i>While walk-ins are acceptable, officers are encouraged to schedule appointments to ensure the availability of staff.</i>		
Athletic Trainer Office Hours	TR	2:00 pm – 5:00 pm <i>Treatment in the Mini-Dome and other times available by appointment.</i>	

Sport Club Calendar of Important Dates

FALL 2017 SEMESTER

Officer's Training: <i>ALL OFFICERS REQUIRED</i>	Wed, 8/23/17 9:00 am
Club Rosters/Participant Forms Due: <i>Teams and Participants MUST submit required forms <u>PRIOR</u> <u>TO practicing and/or competing</u></i>	Thu, 9/7/17
Monthly Meetings/Workshops: <i>Minimum of two officers required</i> <i>September (Individual Club Mtgs) By appointment only</i> <i>October Meeting</i> <i>November Meeting</i>	2 nd Tue of each Month Tue, 10/10/17 – 5:30 Tue, 11/14/17 – 5:30
Election Results Due	Wed, 11/15/17
Accounting Sheets/ End of Semester Reports Due:	Fri, 12/1/17

SPRING 2018 SEMESTER

Officer's Training: <i>ALL OFFICERS REQUIRED</i>	TBD
Officer's Meetings:	TBD
Budget Presentations: <i>Incoming and Outgoing Presidents/Treasurers required</i>	TBD
Accounting Sheets and End of Year Reports Due:	TBD

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Introduction

Sport Clubs at East Tennessee State University are registered student organizations formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport and are active under the Campus Recreation Sport Clubs program. Sport Clubs are student initiated and student run organizations, and follow the policies and procedures governing all clubs at ETSU, in addition to Campus Recreation's Sport Clubs policies and procedures. Sport Clubs give East Tennessee State's students an opportunity to participate in competitive sport activities, learn new skills, improve skill levels, gain leadership experience and enjoy the recreational and social fellowship derived from sports involvement. The goal of the program is to give students the chance to play competitively against opponents outside of ETSU, along with providing leadership opportunities for club officers.

All current ETSU students are eligible to join any sport club regardless of experience or ability. There are opportunities for ETSU faculty and staff to assist in the Sport Club program through advisement and coaching roles. Participation in the Sport Club program is voluntary, and is an excellent avenue for healthy social interaction between students and other members of the University community. Moreover, involvement in sport clubs can enhance the college experience of students and the overall well-being of all members.

Purpose

This handbook has been compiled to serve as a policies and procedures reference for sport clubs recognized by ETSU and the Department of Campus Recreation. The handbook serves to assist clubs leaders in the administration and organization of their sport club. It contains specific procedures, guidelines, and requirements related to the management and conduct of sport clubs and the relationship to the Department of Campus Recreation. The policies have been designed to ensure a safe, fun, and friendly environment for all participants. Questions not addressed in this manual should be directed to the Campus Recreation Associate Director for Sport Programs or Graduate Assistant(s).

It is the responsibility of the club officers to accurately convey the information in this handbook to all club members, advisor(s) and coach(es)/instructor(s) or direct them to review this document online at: www.etsu.edu/rec. It is also the responsibility of the each individual club officer, member, advisor and coach/instructor to read, understand and follow all University and Campus Recreation Sport Club policies and procedures.

The Associate Director for Sport Programs reserves the right to make a decision on or address any situation not specifically covered by this handbook or TBR/ETSU policy. The Associate Director also reserves the right to put into immediate effect any policy change deemed necessary. Any changes will be emailed to club officers and updated in the affected published policies.

SPORT CLUBS

Sport Clubs Defined

Sport Club teams are ETSU student organizations registered with the Student Organization Resource Center (SORC) in the Culp Center and meet the criteria that the Department of Campus Recreation as established for the Sport Club program. All current clubs under the Sport Club program must meet the requirements for being an active club under the Sport Club program, as well as have a Sport Club application and constitution on file with Campus Recreation. Any new clubs that meet the Sport Club program requirements may apply to become an active club under the Campus Recreation Sport Club program.

Each club's level of activity is unique and ranges from local to national intercollegiate and/or open competition; however, each club must be a member of (or working towards becoming a member of) and governed by a National Governing Body. All clubs must participate in competitions and/or exhibitions to be recognized as an active club in the Sport Club program. The Department of Campus Recreation reserves the right to refuse recognition to any club requiring extensive funding, facilities or resources involving high liability or risk factors, or which does not properly represent East Tennessee State University and its student body. Campus Recreation further reserves the right to refuse or revoke recognition to any club misusing facilities, misusing funding, misrepresenting ETSU, and using the ETSU community for personal monetary gain and/or promotion of private enterprise.

Creating a New Sport Club

To best prepare a club for success, the Sport Club program requires potential clubs to complete these steps:

- ✓ The club must be student-initiated
- ✓ Document student interest via an interest meeting or interest sign-up sheet.
- ✓ Meet with a member of the Sport Club staff to discuss goals, activity of the proposed club, organization, club requirements, and budget
 - Review the requirements and application process for New Sport Clubs.
- ✓ Register with the Student Organization Resource Center (SORC)
 - http://www.etsu.edu/students/sorc/documents/Process_for_Registering_a_NEW_Student_Organization_at_ETSU.pdf
 - Prospective clubs should be advised that the TBR policy on naming of clubs states: “No person, group or organization may use the name of the institution or school in any manner, provided that registered student organizations may use the name of the institution or school following the name of the organization.”
- ✓ Submit Application for Sport Club Charter and constitution to Sport Club office.
- ✓ Create budget proposal for Sport Club staff hearing
 - Sport Club funding template is available and must be used during this process.
- ✓ If approved for provisional status a club is entitled to
 - Collect member dues
 - **All clubs are required to have at least 10 dues-paying members**
 - For team sports, clubs are required to have 10 members or 150% of the number of players it takes to field a team for that sport, whichever is greater. For example:
 - Club Basketball requires 10 members (150% of 5 = 7.5, rounded to the next whole number is 8; 10 > 8)
 - Club Soccer requires 17 members (150% of 11 = 16.5, rounded to the next whole number is 17; 10 < 17)
 - Fundraise
 - Petition to receive startup funding
(*provisional clubs do not receive the same level of funding as fully chartered active clubs*)
 - Request practice and/or meeting space
- ✓ At the end of the school year, the Sport Club staff will meet to review the status of all provisional clubs. The staff will determine the club's status for the next school year:
 - Grant fully active in good standing status
 - Continue on provisional status
 - Revoke provisional charter (removing club from Sport Club program)
- ✓ A club's charter may be revoked at any time if a club fails to meet the requirements or violates any University policies or Campus Recreation policies detailed in the Sport Club Handbook.

Role of the Department of Campus Recreation

The Department of Campus Recreation serves a vital role in the administration and success of the Sport Club Program. The Campus Recreation Associate Director for Sport Programs and the Sport Programs Graduate Assistant(s) provide the leadership for the program and serve as mentors for the officers of each individual club. Services and resources provided to sport clubs include:

- Mentoring and Leadership Training
- Administrative assistance and guidance
- Funding assistance
- Assistance in publicizing sport club programs
- Equipment storage
- Facility Use

Annual and monthly trainings and workshops will be held to educate clubs of the policies and procedures they must follow and to foster student-leadership within the clubs. It **is not** the role of Campus Recreation to initiate the creation of new clubs (all clubs must be student-initiated) or to assist a club in obtaining status as a varsity team.

Sport Club Advisors (Faculty/Staff)

As a Registered Student Organization on campus, Sport Clubs are required to have a club advisor. The club advisor must be a faculty, staff, or administrative member at East Tennessee State University. The advisor essentially serves as a resource person for sport club matters and encourages the development of leadership, initiative, and the ability of student leaders to accept responsibility.

Faculty advisors responsibilities often include:

- Serve as an information source
- Serve as a liaison between the club and university
- Provide guidance and leadership
- Assist members and officers in organization
- Assist in planning projects
- Ensure club abides by university policies and procedures
- Be knowledgeable of the guidelines and procedures for sport clubs and ensure that student leaders are also informed of these policies

Graduate Assistant for Athletic Training

Campus Recreation and the Sport Club program has a Graduate Assistant for Athletic Training, who is a Certified Athletic Trainer, for approximately 10 hours each week during the academic school year. The Sport Club ATC will be available to club members during pre-determined clinic hours in addition to providing periodic practice coverage. The ATC will also be available to help cover home competitions. Clubs wishing to schedule the ATC should do so directly through the Sport Club ATC, keeping in mind that they may not be available on short-notice.

Athletic Trainer's Role

The role of the Sport Club ATC is to provide preventative care and evaluate player injuries. If students/clubs would like preventative treatment (i.e. athletic taping prior to a game or practice) the student or club is responsible for providing necessary materials for such care. Students receiving care from the ATC for a sport club-related injury during a Sport Club event that the ATC is covering will not be responsible for providing necessary materials. The Sport Club ATC is not a doctor and should not be used in lieu of seeing a licensed physician in the case of more severe injuries. ETSU has the BucSports facility available to students; however this is not a free service. Anyone receiving services from BucSports is financially responsible for any services received (medical insurance is accepted).

The Sport Club ATC, solely at their own discretion, and as a courtesy, may make their personal cell phone number available to individual club members. However, the Sport Club ATC is not an on-call employee and should not be treated as such. Clubs and/or individual club members who contact the Sport Club ATC during inappropriate times or making inappropriate demands of the ATC will be considered in violation of the Code of Conduct policy. Each individual Sport Club ATC may set their own guidelines for what is personally acceptable to them. However, as a general rule clubs should refrain from contacting the Sport Club ATC outside of normal business hours.

Athletic Trainer Requirements

For those Sport Clubs who's governing body requires an Athletic Trainer present at competitions, or for clubs that the Sport Club staff have deemed as "high-risk", the club is responsible for scheduling the Sport Club ATC, and if they are unavailable or cannot cover the entire competition, the club must coordinate with the Sport Club staff to hire an Athletic Trainer, whose services will be paid for out of the club's self-generated funds.

Requirements and Expectations

In order to properly administer the Sport Club Program, certain requirements and expectations of each club have been put into place. It is the responsibility of each club, its officers, and its members to be aware of the requirements and expectations of this section and the policies and procedures of this Handbook as a whole.

- Sport Clubs of ETSU need to be aware of the Tennessee Board of Regents (TBR) naming policy and copyright laws pertaining to the logo(s) of ETSU. Sport Clubs may only use the name of the institution after the name of the sport club.
 - TBR policy governing student organizations (<https://policies.tbr.edu/policies/student-organizations>) states: “No person, group or organization may use the name of the institution or school in any manner, provided that registered student organizations may use the name of the institution or school following the name of the organization. No person, group or organization may use the seal or any symbol of the institution or school without the prior written approval of the president of the institution or the director of the school, or his or her designee.”
- Clubs are required to abide by the naming policy for all club literature, checks, apparel, uniforms, etc. The ETSU must come after the club name. Acceptable names, using the Cycling Club as an example, include:
 - The Cycling Club of East Tennessee State University
 - The Cycling Club at ETSU
 - Cycling Club ETSU
 - In 2014, ETSU implemented new visual identity policies and procedures (www.etsu.edu/identity and <http://www.etsu.edu/univrela/identity/athletics/default.aspx>) that Sport Clubs must follow. Through this process, the administrators overseeing the implementation of these new policies and procedures will provide clubs with an approved logo for club use. **SPORT CLUBS MAY NO LONGER CREATE THEIR OWN LOGOS AND MUST USE THE APPROVED LOGOS PROVIDED.**
- Each club is required to maintain an advisor who is a full time administrator, faculty, or staff member of ETSU.
- Clubs are required to maintain the minimum membership numbers:
 - **All clubs are required to have at least 10 dues-paying members**
 - For team sports, clubs are required to have 10 members or 150% of the number of players it takes to field a team for that sport, whichever is greater. For example:
 - Club Basketball requires 10 members (150% of 5 = 7.5, rounded to the next whole number is 8; 10 > 8)
 - Club Soccer requires 17 members (150% of 11 = 16.5, rounded to the next whole number is 17; 10 < 17)
- Two representatives are required to attend all Sport Club Officer's meetings; the president or vice-president plus one additional officer, or a member if an officer is unavailable.
- Officers must be familiar with deadlines established on the Sport Club Calendar of Important Dates and meet deadlines as requested.
- Sport Clubs and their members must comply with all rules, policies, guidelines, requirements, and deadlines contained in this Sport Club Handbook as well as those of ETSU and the Department of Campus Recreation.
- It is **required** that at least two **officers** of each Sport Club are certified in American Red Cross CPR/AED. Classes are offered through the Department of Campus Recreation.

Compliance

Each sport club and its members are expected to comply with all policies and procedures set forth by East Tennessee State University and the Sport Club Program. Policies and procedures are established for many reasons, including increasing the safety of the particular sport/activity, minimizing risks and exposure to liability, while providing learning opportunities and experiences for student leaders and members. Failure to comply with written policies and procedures or with the instructions/directions of a staff member can have adverse effects on the club's status with the program.

Minor compliance violations result in a loss of points for the club as well as possible suspension of practice/reservation privileges. Major compliance violations (i.e. traveling without proper approval, consumption of alcohol during club travel, club is found guilty of discrimination, multiple minor violations, etc.) will result in much more severe penalties, including loss of points and possible loss of current year funding, loss of future funding, suspension of club, and/or referral to the Office of Judicial Affairs. The Associate Director for Sport Programs will make the final determination on what constitutes a minor or major compliance violation.

Recruitment / Publicity / Website

Each sport club is responsible for the recruitment of its members. The campus recreation office will inform club officers of recruitment opportunities (freshman/transfer orientations, Preview sidewalk sale, etc.) when they are aware of them but each club should seek out and be aware of university events.

Clubs are responsible for their own flyers and other publicity materials to place around campus. All flyers must first be approved by Campus Recreation before they can be placed in appropriate campus board locations.

Each club is also responsible for keeping their website at the SORC up-to-date. Campus Recreation staff will periodically check websites for appropriateness. Each active club will have a link to their SORC website placed on the Sport Club section of the Campus Recreation website (www.etsu.edu/sportclubs).

Club Statures

Provisional Status

Once a new club's application for Campus Recreation Sport Club membership is approved, the club will be placed on Provisional Status. Clubs on provisional status are entitled to collect member dues, fundraise, apply for start-up funding, and request practice/meeting space. At the end of the school year, the club officers will meet with the Associate Director and Graduate Assistant(s) to review the activities the club. The Associate Director will determine the club's status for the next school year:

- Award the club "Active in Good Standing" status
- Continue the club's provisional status
- Revoke the club's provisional charter (the club is removed from the Sport Club program)

Active in Good Standing Status

The most common status is "Active in Good Standing". This status refers to clubs who have applied to be members of the Campus Recreation Sport Club program, have satisfactorily completed the requirements during their provisional period, and have continued to meet and fulfill the requirements of all clubs in the Campus Recreation Sport Club program. Clubs who are "Active in Good Standing" are able to fully participate in the Sport Club program and take advantage of the benefits of the program (facility usage space, budget allocations, etc.).

Inactive Clubs

Sport Clubs may choose to become inactive for different reasons, including but not limited to, not having officers or proper leadership within the club, not having enough members, etc. Club team wishing to become inactive should meet with the Sport Club staff to discuss solutions, if any exist, and implications of becoming inactive. Any Sport Club that has been inactive for less than two semesters can be reinstated as an active club, as long as all conditions are met, without re-applying to be a club under Campus Recreation. Any Sport Club inactive for more than two semesters will need to re-apply to be recognized as a Campus Recreation Sport Club.

Developing Clubs

Prospective clubs that are in the process of forming and recruiting members may apply for sport club developmental funding for recruitment purposes only. This funding may be limited based on availability of sport club funds. In order to petition for sport club developmental funding, the club must meet all other sport club program guidelines and be at two-thirds or more of the minimum member requirement.

Sanctioned Statures

Sport Clubs that do not comply with departmental or University policies and procedures will face sanctions based on the number of, or magnitude/severity of, the infraction. Sanctions can include probationary status or revoked status; some clubs choose to become inactive based on their situation.

Probation

Probation is a form of sanction for an individual Sport Club. Probation can range from the current semester to the entire academic school year or longer depending on the severity of the infraction. Sport Clubs on probation may lose part of or all of their University allocated funding which in turn may have an adverse effect on funding allocations for the following school year. In addition, clubs on probation may lose part of or all of their facility and practice request times that are through Campus Recreation. Provided that all probationary conditions are met, at the end of the probationary period the Sport Club will be placed back on Active in Good Standing status and full privileges will be restored. If conditions are not met, the Club's charter may be revoked or the probationary period may be extended. Clubs may be placed on probationary status for failing to adhere to the policies, procedures and guidelines as outlined in the Sport Club handbook or violating University policy.

Suspension

Clubs may be placed on a suspended status for more severe infractions or violation of the terms of probation. Suspension lengths will vary on a case by case basis. Clubs that are under suspension are not eligible to receive funding, travel, or compete. Additional terms may be outlined in the club's official notice of suspension.

Revoked Charter

Sport Clubs that have been on probation or suspension, and continue to fail to adhere to policies risk having their charter revoked. This status means the club is no longer recognized as a Sport club under Campus Recreation. All funding and facility space reservations will be taken away. Any Sport Club that has had their charter revoked will not be eligible to re-apply to become a club under Campus Recreation for two semesters. The club may also be referred to Student Affairs for additional sanctions as a Registered Student Organization. Campus Recreation reserves the right to revoke an active in good standing club's charter and/or permanently ban specific individuals from sport club participation, if the situation warrants.

Membership

Only undergraduate and graduate students currently enrolled at East Tennessee State University are eligible for membership in a sport club. Membership to a sport club cannot be restricted based on ability, race, gender, religion, race, nationality, ethnic origin, age, sexual orientation, or disability. No cuts are allowed by sport clubs.

All club members must be listed on the Sport Club Roster and a current roster must be kept on file with Campus Recreation. Only a current officer of the club can add a new member to the roster. Club officers must also have each member fill out and sign a Participant Information and Release form, which must be turned into Campus Recreation by the established deadline. The Release form must be filled out and signed prior to a member's activity (practice or competition) with the club. If a new member joins the club after the deadline, it is the club Secretary's responsibility to ensure the new member fills out the form and that it is promptly turned into Campus Recreation within 2 business days of the new member joining the club.

The success of each sport club is dependent upon student leadership. Sport clubs are created, organized, and run by students. Each club is responsible for outlining the requirements for each active member with regards to meeting, practice and competition attendance.

Student varsity athletes may only participate in sport clubs during the off-season and must receive approval from their coach. They may only participate in sport clubs that are not related to the varsity sport(s) they compete in. All NCAA guidelines and regulations pertaining to varsity athletes must be enforced.

Member Dues

Each Sport Club must establish the amount of dues that each active member must pay on a semester and/or yearly basis. Sport Club officers must collect membership dues within the first 30 days of each semester or within 2 weeks of a new member joining the club. All dues must be deposited into the club bank account or agency account. Dues paid by members to the club are non-refundable.

Minimum Member Requirement

All clubs are required to have at least 10 dues-paying members. For team sports, clubs are required to have 10 members or 150% of the number of players it takes to field a team for that sport, whichever is greater. For example:

- Club Basketball requires 10 members (150% of 5 = 7.5, rounded to the next whole number is 8; 10 > 8)
- Club Soccer requires 17 members (150% of 11 = 16.5, rounded to the next whole number is 17; 10 < 17)

Elections

All Sport Clubs at ETSU are required to hold annual elections for the club's officer positions. **The elections must be held with a minimum of 2/3 of the club's membership present. Elections must be held by November 15 each year** to elect or re-elect officers for the following calendar year and each Club Secretary is required to submit the **Sport Club Officer Election Certification Form** by this date. It is imperative that officer information is updated and accurate with the Department of Campus Recreation. It is recommended that clubs follow Robert's Rules of Order while conducting elections (<http://www.robertsrules.com>).

Code of Conduct

The Code of Conduct shall serve as a guideline for how clubs and individual club members are expected to behave while participating in, and traveling to and from, Sport Club related, sponsored or endorsed activities. **Students are reminded that while engaging in club activities they are representing East Tennessee State University.** Often times the public cannot differentiate between what is an official club activity and what may be just a group of friends who happen to belong to the same club or organization. Students enrolled in an institution of higher education assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When sport club members participate in an event, the participant indicates, by their registration in the event, that they agree to represent their club and University in a way that does not detract from the reputation of the institution they are representing, and to act morally and display sportsmanship-like behavior, before, during and after any competition.

Club officers and members should also be aware of the standards of conduct that are in place and outlined by East Tennessee State University that **apply to all ETSU students**. Those rules can be found online at <http://catalog.etsu.edu/content.php?catoid=11&navoid=522>. Guidelines of conduct include, **but are not limited to** the examples outlined below. **DURING ANY CLUB RELATED ACTIVITY**, which includes but is not limited to practices, home and away competitions, and traveling to/from competitions, **PARTICIPANTS SHALL NOT:**

- Use drugs, except for medical purposes (*Doctor's prescription required*)
- Consume alcohol while traveling, competing or as a spectator
- Strike, attempt to strike or otherwise physically abuse an official, opposing player, spectator or coach
- Engage in or incite participants and/or spectators to engage in abusive or violent action
- Use obscene gestures, profanity or disrespectful language, or exhibit any other form of unsportsmanlike conduct
- Violate any host university and/or hotel rules or policies; or violate any city, state, or federal code or statute.

Harassment and Hazing

ETSU and the Department of Campus Recreation expressly prohibits any form of Harassment and Hazing. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law.

The entire University policy on Harassment can be found at

<http://catalog.etsu.edu/content.php?catoid=11&navoid=522#General Statement on Discrimination and Harassment>.

Sexual Harassment

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Hazing

Hazing is expressly prohibited by Campus Recreation, ETSU, and Tennessee Law. TCA 49-7-123 states:

"Hazing prohibited. (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university. (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution."

Social Media

Sport Clubs are welcome to promote their clubs and club activity, as well as recruit new members, via social media. All University and Campus Recreation policies are still applicable, especially the code of conduct, when it comes to social networking sites. Club officers are responsible for monitoring content of the club's sites. Content prohibited on the sites, includes but is not limited to:

- Inappropriate, harassing or derogatory language, curse words
- Inappropriate photos that involve illegal substances, drinking or are sexually explicit

The Sport Club staff will periodically review Club's social networking sites. If prohibited content is found or brought to the staff's attention, the club will be asked to immediately remove the content, and risks losing the social networking site as well as be placed on probationary status.

Conduct During Club Travel

Clubs are reminded that all applicable Sport Club policies, including the Code of Conduct, govern clubs while they are traveling for Sport Club related activities. Travel begins when an individual student or club leaves campus and ends upon that student or club returning to campus.

- Club members are prohibited from consuming alcohol, regardless of the individual club member's age, during travel.
- Clubs are also reminded that while on travel, they are constant representatives of themselves, their club, the Sport Club program, the Department of Campus Recreation, and East Tennessee State University.
- Clubs are encouraged to dress professionally during their travel. This may vary from club to club, sport to sport. Individual clubs should consult with a member of the Sport Club staff to determine what would be appropriate dress during travel.

Violations of Code of Conduct

Clubs and/or club members found to be in violation of the Sport Club Code of Conduct and may receive sanctions from the Department of Campus Recreation including, but not limited to, probationary status, revocation of the club's charter, removal of individual members from the club's roster, and loss of CPA/recreational privileges to individual club members.

Clubs and/or members found in violation of the ETSU's Student Disciplinary Rules may be referred to the Office of Judicial Affairs.

Additional sanctions resulting from violations of the Code of Conduct policy may result in:

- Suspension from the game/match;
- Suspension from the tournament;
- Forfeiture of individual or team awards;
- Ejection from the tournament hotel(s);
- Forfeiture of all games/matches won and possible team elimination from current and future sponsored/endorsed events.

Sport Club Officer Responsibilities

Stated responsibilities are not inclusive (additional duties may be assigned).

Responsibilities of all Officers

All Sport Club officers are expected to read all Sport Club and Campus Recreation related email thoroughly, and if a response is warranted, it is submitted in a timely fashion. Officers are responsible for attending all meetings as scheduled. Officers are expected to communicate to club members, as well as abide by and enforce all Sport Club policies. Failure to do so may result in removal from the officer position, and possibly the club, depending on the severity of the situation.

President*

- Oversee all club operations, including but not limited to: schedule competitions & practices; reserve space for home competitions & practices through the Sport Programs Graduate Assistant(s); maintain & implement club risk management plan
- Delegate specific tasks to other officers and follow-up to ensure tasks are successfully accomplished in a timely manner and ensures officer's in other positions are fulfilling their obligations;
- Recruit & secure coaches & advisors;
- Foster leadership within club membership, actively seeking members who have potential to become future officers;
- Verify tournament registrations, travel plans and confirms details with opponents; schedule officials and athletic trainers for home contests (*when required*);
- Provide requested information to Sport Clubs staff, coaches, advisors, and other University bodies (*i.e. Student Organization Resources Center, SGA, etc.*).
- Club Presidents also attend certain meetings requested by the Sport Clubs Staff or Sport Clubs Council

Vice President*

- Coordinate all travel plans, including van rentals, hotel reservations, and obtains directions to all trip destinations;
- Maintain travel binder;
- Communicate all club functions (*practices, meetings, tournaments, travel plans, etc.*) to all club members, coaches, advisors and the Sport Clubs staff;
- Recruit new members throughout the school year;
- Organize club officers and/or members to be present at various campus-wide and departmental events;
- Advertise home games/matches or tournaments;
- Develop alumni database and coordinate special projects;
- Assist President when needed

Secretary*

- Collect waivers from all club members and coaches prior to the first practice;
- Responsible for completing Equipment Check-out form for each club member,
- Oversee and update club's website;
- Keep game and participation records;
- Maintain club roster and update as needed;
- Turn in requested paperwork to the Sport Clubs GA and assists VP with travel plans when needed.

Treasurer**

- Collect dues;
- Oversee all club fundraising endeavors (*the Treasurer will assist the Fundraising Officer, if the club utilizes this position*) and equipment purchases;
- Oversee club budgets and accounts;
- Maintains club Bank or Agency account;
- Collect and turns in receipts from club members or coaches who need to be reimbursed; process payment paperwork for officials when necessary,
- Work with the Sport Programs Graduate Assistant(s) and prepare annual budget proposal.

Development/Alumni Officer (optional)

Takes on special projects, including fundraisers, alumni database maintenance, alumni mailings, newsletters and/or email updates; assists Secretary with club website; assist VP when needed.

Fundraising Officer (optional)

Responsible for or assists Treasurer with fundraisers and responsible for or assists Secretary with club website.

**It is mandatory that each club sport have an active club member elected to position.*

***The Treasurer position may be split with the Vice President or Secretary to have one person filling both roles provided all duties and responsibilities are being fulfilled.*

Sport Club Coaching Guidelines

- A. Integrity and Respect for Participants and Officials** – Coaches are honest, fair, and respectful of others. Coaches should not exploit athletes or other participants over whom they have supervisory, evaluative or other authority. Coaches respect the fundamental right, dignity and worth of all participants and officials. Coaches will be aware of cultural and individual differences, including those due to age, gender, race, national origin, religion, sexual orientation, disability, language and socioeconomic status.
- B. Concern for Others' Welfare** – Coaches seek to contribute to the welfare of those with whom they interact. In their actions, coaches consider the welfare and rights of their and other participants. When conflicts occur among coaches' obligations or concerns, they attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches are sensitive to differences in power between themselves and others, and they do not exploit nor mislead other people during or after their interaction. Coaches will take reasonable steps to avoid harming their athletes or other participants, and to minimize harm where it is foreseeable and unavoidable.
- C. Participant Selection** – Coaches perform participant evaluations only in a manner consistent with ethical standards. Coaches **cannot** cut participants from a sport club team for any reason.
- D. Drug-Free Sport** – Coaches do not tolerate the use of performance-enhancing drugs and support athletes' efforts to be drug free.
- E. Alcohol and Tobacco** – Coaches will not allow the use of alcohol and tobacco in conjunction with home events or victory celebrations related to athletic events. Alcohol use is prohibited in connection with away competitions.
- F. Leadership and Mentoring** – Club coaches serve as mentors to club members, and shall conduct themselves in an appropriate manor while interacting with club members and Campus Recreation staff. Coaches and Club Officers have the authority and the responsibility to manage any situation where the playing or conduct rules are being violated. Coaches and Club Officers shall report rules violations to the Director of Campus Recreation as soon as possible after being made aware of such violations.
- G. Roles of Club Officers and Club Coaches** – Sport Clubs at ETSU are first and foremost student-lead and student-ran organizations. It is the responsibility of the Club officers to take an active leadership role in organizing and coordinating all management and administrative aspects of the club, including serving as liaisons between the Club and Campus Recreation. Many coaches feel that their role as a "coach" includes club management responsibilities such as administering a budget, securing facilities, scheduling contests, arranging travel, etc. However, the Sport Club Program is designed to develop the club officers and allow these students to gain the leadership experience of handling these facets of the Club's activity.
- A sport club coach **should limit** his/her contributions to the club to instruction and coaching; they should minimize active involvement in club management, dealing only with workouts, training, and strategy. In addition, the role of a sport club coach is not a way for alumni or community members to become part of the club's active roster. Alumni and community members can serve as great coaches and coaches may become physically involved in a practice to demonstrate technique, form, etc. but are not to be competing players for the club.
- H. Volunteer Status** – Sport Club coaches are volunteers and are not considered employees of the University even though their contributions to their specific club and the Sport Club program are very valuable. As non-employee volunteers, club coaches are not eligible for stipends or expense (travel) reimbursement from the University. These expenses, however, are considered Eligible Expenses that can be paid out of the club's treasury. Faculty/staff advisors that serve a dual role as advisor and coach may be eligible for travel reimbursement, in accordance with ETSU Policy.
- I. Disciplinary Action** – In the event that a violation of the aforementioned coaching guidelines is alleged, that allegation will reviewed by the Campus Recreation Sport Club Staff. The Sport Club Staff may take disciplinary action when necessary, with due process given. Director of Campus Recreation will keep a written report on all reviews and actions. Students who are alleged to have violated student conduct policies may be referred directly to the Student Judicial Affairs Office.
- J. Oversight** – Club coaches report to the Campus Recreation Associate Director for Sport Programs and the Sport Programs Graduate Assistant(s). The Sport Club Staff reserves the right to limit the number of coaches for individual clubs.

All coaches must fill out the Coaching Application Form and turn it in to the Sport Clubs GA in the Campus Recreation Administrative Office. All coaches are strongly encouraged to be certified in First Aid/CPR/AED.

Sport Club Student Advisory Board

Mission

The primary mission of the Sport Club Student Advisory Board is to serve as a student advocacy group for all ETSU Sport Clubs and club members. The SCSA Board provides student feedback on program policies and procedures to the Associate Director for Sport Programs. In addition, they serve as a liaison between the Sport Club Program and the Student Government Association and other student leadership groups. The SCSA Board's secondary mission is to provide additional leadership experiences and opportunities to Board members.

Membership

The SCSA Board will consist of five members as selected by the Associate Director for Sport Programs. There may not be two or more Board members who are members of the same sport club. In addition to the five members selected by the Associate Director, two Sport Program Graduate Assistants will be members of the Board.

Requirements

In order to be considered for appointment to the SCSA Board, a student must:

- Have been a member in good standing with a currently recognized sport club (in good standing) for a minimum of one year;
- Have previously served as a club officer for at least one semester;
- Be recommended to the Associate Director by any current sport club president (Cannot be recommended by themselves);
- Cumulative GPA of 2.8 or higher.

Terms

The standard term for members of the SCSA Board shall be May – April. Members may be removed or replaced as deemed necessary by the Associate Director. Grounds for removal may include (but not limited to) failure to maintain membership in the club, failure of the club to maintain active in good standing status with the Sport Club program and the SORC, or failure to attend multiple Board meetings. Any individual Board member shall be limited to serve two terms, including any partial terms served.

Selection to the Board

Students interested in being appointed to the Board must submit a written letter of interest the Associate Director along with a written recommendation from a current sport club president. Letters may be submitted beginning with the week after Spring Break and will be accepted until all positions on the Board have been filled. In the event of a midterm vacancy, the Associate Director will inform all current club officers of the vacancy with letters of interest being accepted immediately.

Duties

The SCSA Board shall meet as determined by the Associate Director. A minimum of two meetings per semester will be scheduled. One of the Graduate Assistants will serve as a co-chair for the board while a second co-chair will be voted on by the five student members. The Associate Director and the two co-chairs will set the meeting agendas. In addition to carrying out the mission of the Board, members will review supplemental funding requests by clubs and may also be asked to assist with presenting material at officer trainings and workshops.

Facility Reservation Procedures

As a Campus Recreation program, Sport Clubs have priority for use of the Basler Center for Physical Activity and its outdoor facilities over other student organizations and non-affiliated groups. Sport Clubs may request meeting and/or practice without a fee*. Sport Clubs should be aware of important dates and deadlines pertaining to the reservation of facility space.

Facility Request Form – ETSU Sport Clubs must submit Facility Request Form to reserve space at the CPA. When submitting a request, clubs are advised to take into account event set-up, pre-game warm-up, and event break-down/clean-up times. Reservations will be handled on a first-come first-serve basis and need to be submitted to the Sport Club Staff at least 2 weeks prior to the date of the requested event. Space is not guaranteed. It is strongly encouraged that facility request forms are submitted further in advance in order to secure the reservation. For weekly meetings or practices, the request must be submitted at the beginning of each semester or by the specified deadline. Practices and other events must not be advertised until a confirmation of the approved request has been received by the Club President or individual who submitted request.

Standing Reservations – A benefit to being a Sport Club under Campus Recreation is the ability to have a standing reservation for practice space in the CPA or at any of Campus Recreation's outdoor facilities. Depending on facility availability, clubs are able to request practice space on a semi-weekly basis, either using a Monday/Wednesday or Tuesday/Thursday schedule. Predetermined time periods set aside for practices will be communicated to clubs. Start-up/developing clubs or Registered Student Organizations who do not fall under the sport club program may be able to request a standing reservation on a weekly basis, pending facility availability. An attempt will be made to keep clubs utilizing outdoor field space in a consistent practice location, however standing reservations are subject to cancellation or relocation depending on other programming or facility maintenance needs.

Inclement Weather/Practice Cancellations – All reservations are subject to cancellation due to inclement weather, poor field conditions, or other unforeseen circumstances. The Sport Club staff will try to notify officers in a timely manner of practice cancellations. One guideline to follow is that if intramural games are cancelled then club practices will be cancelled too. If a club's practice is cancelled, an alternative location may be available. Officers should be proactive in communicating with Sport Club staff their desire to seek any alternative location. Whether or not a decision has been made to cancel to practice, any request for an alternative location must be made by 12:00 p.m.

Club Cancellations – Clubs that decide to cancel an individual practice should notify the Sport Club staff as soon as possible (at least 2 hours prior to their scheduled practice time). Sport Club staff does not check emails or phone messages during all hours of the day, so the officer making the notification should speak directly with a member of the staff or wait to get an email confirmation that the message was received. Clubs that are no-shows for a scheduled practice time or provide late notice of cancellation will receive one warning and deduction of points. A second no-show during the school year will result in a minor compliance violation and suspension of the club's reservation for two weeks. A third occurrence will result in the club's standing reservation being cancelled for the remainder of the semester and possibly the following semester. It is important for clubs to understand that by having a standing reservation they are utilizing space that is in high demand by other groups and activities.

Field Lights – The Field Complex lights are programmed automatically, and will turn off 15 minutes after the last practice time. The Front Yard and Back Yard lights have to be turned on by a keyed switch and the CPA building supervisors are responsible for turning these on and off. A member of the club may need to go into the CPA and ask for the supervisor if lights are needed.

Student IDs – Club members should be in possession of their Student ID at all times. A valid Student ID is required for access to the CPA. Failure to provide a valid ETSU ID may result in denied access to the CPA and a missed practice for that club member(s). Club members may also be required to provide their Student ID at practices located outside of the CPA, including the Field Complex and CPA Intramural Fields.

Non-Campus Recreation Facilities – Clubs that wish to reserve University space outside of the CPA and its outdoor facilities should communicate this with the Sport Club staff. Requests for University space must go through the Office of Campus and Conferences and the Sport Club staff can assist in this process. Sport Clubs should not directly contact other University departments, such as Intercollegiate Athletics, to request facility space unless explicitly instructed by Sport Club staff to do so.

***Fees** – Sport Clubs are generally not charged fees for use of Campus Recreation facilities, however some usage or service fees may be assessed to clubs. Fees will be deducted from the club's allocated funds, however fees assessed for storage, field lining, etc. **do not** require a matching portion by the club. Clubs are also responsible for the costs of repairing/replacing damaged equipment or facilities.

<u>Equipment Storage</u>	<u>Available Sizes</u>	<u>Rental Fee (annually from Aug. 1 – July 31)</u>
Locker	(8) 30h x 24w x 18d units	\$15 (\$10 for second locker)
Medium Cage	(2) 35 and (1) 43 sq. ft. units	\$50 (35 ft ²) / \$60 (43 ft ²)
Large Cage	(1) 56 sq. ft. unit	\$75

When using CPA storage, all locks will be provided and keys will be kept by Campus Recreation staff. Clubs will need to get a member of the Sport Club staff or CPA Building Supervisor for access to storage units. Storage units are subject to search and must follow all University guidelines. Campus Recreation is not responsible for damage (i.e. water damage), loss or theft of stored items.

Other Fees

Field Lining (Painting)	\$50 per field, per lining
Event Staffing	\$10/hour, per employee (fundraising event); \$5/hour, per employee (non-fundraising)

ETSU Campus Recreation Sport Club Handbook

Release of Liability – Any visiting clubs, participating in competitions and/or exhibitions hosted by Sport Club, must provide the University with proof of insurance and agree to indemnify the institution and hold it harmless from any and all liabilities arising out of such groups, organizations, or individual's use of property, facilities, equipment, or services of the university, including, but not limited to personal injury, property damage, court costs and attorney fees.

Access to the CPA – For all events in the CPA, a valid ETSU I.D. is required for entering the facility. In the event the Club will have outside community members attending, there will need to be a guest list or visiting team roster attached to the Facility Request form or submitted to the Campus Recreation front office at least 24 hours prior to the event. Access to the facility will be denied to anyone who does not have a valid ETSU I.D. card or is not on the guest list.

Event Set-Up – Each individual club is responsible for the set-up and break-down/clean-up of their meeting, practice, or event. The reserved space must be left in the condition it was in prior to the start of the event. The club is responsible for contacting a member of the Sport Club staff should any special set-up needs (i.e. trash and recycling bins, field lining, etc.) be required for any event held at outdoor facilities. A member of the staff will submit a work order to Facilities Management on the behalf of the club. Work orders must be submitted at least 10 days before the scheduled event. Clubs are advised that Facilities Management may charge a fee for any services they provide, which will come out of the club's allocated funding.

Events for Profit – The CPA, Basler Challenge Course and surrounding Campus Recreation fields may not be used by a non-affiliated group, organization, or individual for the conduct of profit-making activities except when a rental agreement is negotiated through ETSU Camps & Conferences; the institution will receive a fair rental value for the property, facilities, equipment, and services used. The University reserves the right to reduce or waive rental charges for such uses. **Sport Clubs, with the approval of the Sports Club Staff and Campus Recreation, may hold competitions and/or exhibitions for the purpose of generating income for the club (fundraising).**

Food / Catering Policies – Any events held in the CPA or at a Campus Recreation outdoor facility providing any food and beverages must follow the University Food Services Catering Polices, Appendix VI (pages 34-38 of the ETSU Policy on Use of Campus Property and Facilities manual) located online at: <http://www.etsu.edu/students/univcent/documents/FACILPOL.pdf>

General Facility Rules/Reminders

- ETSU Campus Rec facilities are open to ETSU students, faculty and staff.
- All players and guests are expected to abide by all University and Department of Campus Recreation policies
- Tobacco, alcohol and drugs are prohibited at all ETSU/Campus Recreation facilities
- No pets are allowed at any of the Campus Recreation facilities
- All organized activities must be approved through Campus Recreation's facility request procedures.
- No food, gum or sunflower seeds are allowed inside the fields or dugouts of the Field Complex.
- Additional policies and rules specific to each facility are posted at those locations.

Hosting a Home Competition Check-List

- Plan Early** – Contact the Sport Club Staff to schedule a meeting to discuss your club's desire to host a home competition. Think about logistics, considering things like:
 - Size of competition (one game/match, dual meet, tournament, etc.)
 - Staffing required (medical/athletic training staff, security, etc.)
 - Date(s) of event – consider and try to avoid times classes are out of session (i.e. Fall Break) or the campus is closed.
 - Time required – don't just think game time. Factor in set-up, warm-up, and clean-up times
 - Facility preparation (field painted, extra trash cans, registration tables, chairs/bleachers, etc.)
 - Officials – who schedules them and who pays them
- Reserve Facility Space** – Facilities are not always available. While Sport Clubs have priority for Campus Recreation facilities, they are not allowed to "bump" another group that may already have a facility already reserved. Work with the Sport Club Staff to submit the proper facility reservation forms. Be aware that most facility reservations require a minimum of 2 weeks advanced notice. Depending on the type and size of event, or the facility requested, additional lead time may be required.
- Plan for Special Accommodations:**
 - Does the facility require an early opening or late closing outside of normal hours of operation? Clubs may need to pay for extra staffing.
 - Will food be provided? Events lasting longer than 6 hours must schedule a one hour break or provide food/drinks for staff.
 - Is security required? – If yes, then this is an additional expense that clubs need to budget for.
 - All events should have adequate restroom facilities. Events held at facilities such as the trails or tennis courts may require additional planning (i.e. porta-johns).
 - Do teams and/or officials need locker room and showering facilities?
 - Parking – How will teams be arriving and will there be enough parking to meet their needs? Are there any special needs (i.e. teams traveling by charter bus)?
- Communicate, communicate, communicate** – Maintain communication with Sport Club staff during the planning process. Communicate with opposing team(s) and officials.
 - Travel details (know how and when teams and officials will be arriving to Johnson City and the ETSU Campus)
 - Will the team and/or be staying overnight? Know the hotel(s) they are staying at.
 - Communicate possible weather issues and how changes to the schedule will be communicated back to the visiting teams and officials. Who will make decisions on cancelling or rescheduling?
 - Communicate Campus Rec/Facilities policies (i.e. no pets allowed) to all visitors coming to campus.

Sport Club Treasury

Each Sport club must create a separate account for self-generated funds (dues, donations, fundraising monies, etc.) they collect throughout the school year. The two options are either a **Bank account** or an **Agency account**; details on these options are below. Any monies obtained from member dues, fundraising, or other outside sources must be deposited into one of these accounts. All spending from these accounts must be in accordance with the clubs' constitution and Campus Recreation policy.

Bank Account

Bank accounts, through local off campus banks, are allowed for sport clubs. The account must be opened with the club's name for all debit card and checking transactions. **All bank account mailing addresses for clubs must be the same as the Campus Recreation mailing address.** Bank account statements must be mailed directly from the bank to Campus Recreation. All purchases throughout the year will be reviewed by Sport Club staff periodically.

The address to list on the bank account application form is:

_____(*sport name*)____ Club
ETSU Campus Recreation
PO Box 70585
Johnson City, TN 37614-1708

Agency Account

An Agency Account is an account set up and held by the University and allows clubs to deposit self-generated funds. This account can have checks drawn on it in for payment from the University. This is helpful in getting items tax free. Clubs should be advised that there is a process involved in withdrawing funds from an Agency Account and funds may not be immediately available. Agency Accounts are set up through Financial Services Office. Contact Dabney Bowman at bowmand@etsu.edu or 423-439-4316 for more information on establishing an Agency Account.

Self-Generated Funds

All clubs are required to have self-generated funding, with Campus Recreation funding supplementing those self-generated funds. Fundraising allows clubs to generate more funds for their budget as well as increase their exposure to outside the campus community.

- **Member Dues** – All clubs are required to generate revenue from the collection of dues from each active member. Each club has discretion on how much dues are and how frequently they are collected (semester or annual). Each club is required to keep up to date and accurate records on dues collected and deposited.
- **Donations** – Prior approval is required prior to contacting any business or organization. Unsolicited donations and donations from relatives do not need prior approval.
 - A Sponsorship/Donation form must be completed at least 2 weeks prior to contacting the potential donor, or in the case of unsolicited donations within 2 week after receiving donation.
- **Sponsorships** – Sport clubs may secure a sponsor to help with fund raising under the following guidelines:
 - **All sponsorship proposals must have prior approval of the Sport Club Staff.**
 - The following means of sponsorship may be approved:
 - Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries or neutral entities that would not reflect negatively upon the University.
 - Exchange of goods/gift certificates in exchange for major event sponsorship.
 - Members of the club should be the only people seeking sponsorship. The club should make it clear to the sponsor that this is a student run organization.
 - A Sponsorship/Donation form must be completed at least 2 weeks prior to contacting the potential sponsor.
- **Fundraisers** – ETSU Student Organization Resource Center, as well as state and TBR rules pertaining to fund-raising must followed: http://www.etsu.edu/students/sorc/documents/Fundraising_Policy.pdf

Prohibited Items

The following items are prohibited for funding by the Sport Club Treasury.

- Alcohol
- Tobacco
- Any items or services not Club Related

Cash Handling Procedures

In order to minimize the possibility for missing, misuse or theft of funds, as well as just keeping with good business practices, clubs are required to adopt proper cash handling techniques. Clubs are required to promptly deposit any all revenues (member dues, fundraising monies, donations, etc.) into their bank or agency account. Receipts for all deposits and expenditures should be kept by the treasurer and made available to Sport Club Staff or general club membership on request. Club Presidents should frequently monitor the activities of the club treasury. Receipts should be kept for a minimum of two years, and transferred each year to new leadership if necessary.

Clubs are subject to random auditing by the Sport Club Staff. In addition to random audits, clubs are responsible for providing their monthly bank statements to staff for review.

Funding Policy / Allocations Process

The Department of Campus Recreation has funds available to assist clubs. Clubs are required to match a certain percentage of funds provided from Campus Recreation from self-generated funds held in the club's treasury. Any type of uniforms, apparel or promotional items (including the artwork/logos) **must be pre-approved** by the Sport Club Staff and University Relations, **regardless** if the club plans on submitting a funding request, or is using funding from the club treasury, agency account, individual member contributions or donations to pay for the uniforms/apparel.

Individual Club Budgets

Each club is required to submit the club's proposed budget in April for the following academic year. Club budgets should account for revenues and expenses from July-June of each year. Please see budget form and sample budget if assistance is needed. Items to include in the budget are eligible expenses and projected revenue. **Please be reminded that each club must self-generate (fundraise, member dues, club sponsorships, etc.) at least 50% of their proposed budget.**

Expense Eligibility

In preparing club budgets, expenses will fall into one of three different categories: Eligible--Payable, Eligible--Non-Payable, and Ineligible. Ineligible expenses are considered the responsibility of each individual member and should be excluded from the club's budget. However, ineligible expenses may be paid for with club funding, as approved by the club membership and constitution.

Eligible – Payable

- Equipment
- Uniforms
- Governing Body Dues/Fees
- Registration/Entry Fees
- Officials' Game/Match Fees
- Travel Expenses
 - Lodging
 - Personal Vehicles (*15¢ per mile*)
 - Rental Vehicles (*Rental fees/gas*)
 - Airfare, Coach Transportation
- Medical/First Aid Supplies
- Athletic Trainer or EMT Fees
- Administrative/Office Supplies
- Promotional Items

Eligible – Non-Payable

- Individuals' Membership Dues to National Governing Body
- Facility Space Usage (e.g. rent for practice facility)
- Coaches' stipends
- Insurance (Individual or Club)
- Personal Equipment
- Any eligible item not approved prior to purchase
- Other items as approved by the Assoc. Director for Sport Programs

Ineligible Expenses

- Personal Food and Drink (outside of the game, match, tournament, or event)
- Any expense (travel, uniforms, equipment, etc.) that is for a non-ETSU student or non-approved club coach
- Fees/charges assessed for damaged equipment, property, etc.
- Any unnecessary fees/charges (as determined by the Assoc. Director, e.g. avoidable late/cancellation fees) incurred by the club

Budget Allocation Process

The deadline to submit a budget proposal to the Sport Club Staff will be specified on the Sport Club Calendar of Important Dates. A brief budget presentation will be required at the time of submission. Each request is received and analyzed by the Sport Club Staff. Only reasonable expenses will be considered. The club officers will receive notification of the club's allocation in late April or early May. Allocations will cover a specific percentage of the club's eligible expenses up to a maximum dollar amount. The club will be required to match funding throughout the year to continue to receive Campus Recreation funding.

Allocated funding is available to clubs **beginning July 1st**. Clubs must use their allocated funds (and any bonus funding) **prior to May 15th**. Clubs traveling between May 15th and June 15th may still use current year funds provided all proper documentation has been completed and submitted to the Sport Club office. **Allocated funds do not carry over from year to year.**

Supplemental Funding

Extra funds may be available each semester to clubs qualifying for regional and national competitions, along with other unexpected expenses. Regional and national competitions that have an "open" qualification should be included in the club's annual allocation request. Supplemental funding is only available after a club has exhausted their annual allocation, except in the cases of clubs having both a Fall and Spring season. A supplemental funding request form should be submitted at least 2 weeks prior to the competition or purchase.

Bonus Funding

From time to time, bonus funding may be available to clubs as a way to incentivize clubs to participate in certain campus activities. When offered, bonus funding does not have to be matched by the club.

Accounting Sheet

The accounting sheet helps the club keep track of each income and expenditure throughout the year. It is required to be submitted to Campus Recreation at the end of each semester for review.

Documentation

Clubs must provide documentation (invoices, receipts, etc.) of all expenses and purchases, whether or not the club was reimbursed. Expenses paid by the club that are not supported by documentation cannot be counted towards a club's allocation matching requirement.

Purchasing Procedures

The Department of Campus Recreation can assist clubs with the payments and purchasing of eligible items such as equipment, uniforms, etc. (See *Funding Section*). All expenditures, for which the club will request funding for, **must be pre-approved** by the Sport Club Staff.

Advance Purchase and Reimbursement

Depending on the type of expenditure, Campus Recreation funding is available up front or as reimbursement. Club leaders should consult with the Sport Club staff to determine which form of funding applies to each purchase. Club Eligible-Non-Payable items are not able to be purchased or reimbursed by ETSU.

Examples of Advance Purchases:

- Governing Body Dues/Fees
- Entry Fees
- Officials' Fees
- Uniforms
- Travel Advance

Examples of Reimbursable Expenses

- Lodging costs
- Rental car costs
- Other travel expenses

Purchase (Check) Requests

In purchasing and issuing payment, the Sport Club staff have two options – a Pro Card (credit card) and a check request. Clubs are reminded that University checks cannot be issued immediately. The standard turn-around time between the submitting of a check request and receiving that actual check is about 10 business days and improper completion of paperwork by club officers can lengthen this time. Documentation such as tournament brochures and travel authorizations (if applicable) is required.

Disbursement of Reimbursement Checks

To receive reimbursement, a legitimate and original receipt(s) must be submitted to the Department of Campus Recreation within two business days of returning from a trip or ordering supplies. No items will be paid through the Sport Club Account without a legitimate receipt. **ALL REIMBURSEMENTS MUST HAVE PRIOR APPROVAL** by the Sports Club staff. Only legitimate and pre-approved purchase request items may be reimbursed. Club treasurers will be notified when the reimbursement check has arrived in the Campus Recreation front office.

Travel Advances

For travel, students have an option of receiving an advance of up to 80% of the total estimated reimbursable travel expenses. When students receive an advancement all receipts must be turned in following the trip and any unused funds must be returned. Students who do not turn in the required documentation following the trip will be required to reimburse the University the amount of the advancement that is unaccounted for. A hold will be placed on the student's account until the travel claim has been cleared.

ETSU Identity Standards

In 2014, ETSU implemented visual identity standards that govern the use of ETSU images and logos, including the use by sport clubs. Any type of uniforms, apparel or promotional items and all artwork/logo use **must be pre-approved** by the Sport Club office and University Relations, **regardless** if the club plans on submitting a funding request, or is using funding from the club treasury, agency account, individual member contributions or donations to pay for the uniforms/apparel. More information on ETSU Identity standards can be found at www.etsu.edu/identity and <http://www.etsu.edu/univrela/identity/athletics>.

Clubs must also adhere to the approved color palette. Navy (PMS 282C) and Gold (PMS 123C) are the official ETSU colors. Clubs are able to use a neutral color palette of black, white and gray. The neutral colors offer flexibility but should never replace the primary official colors of blue and gold.



COLOR				
PRIMARY		SECONDARY		
NAVY Pantone 282 C C100 M90 Y13 K68 R4 G30 B66 #041E42	GOLD Pantone 123 C C0 M19 Y89 K0 R255 G198 B44 #FFC72C	WHITE C0 M0 Y0 K0 R255 G255 B255 #FFFFFF	BLACK C75 M68 Y67 K90 R0 G0 B0 #000000	GREY Pantone 429 C C121 M11 Y9 K23 R162 G170 B173 #A2A2A2

Equipment Inventory

Club equipment that has been, either fully or partially, purchased using Campus Recreation/Sport Club funds must be turned into Campus Recreation and inventoried at the end of each school year.

Equipment Check-out Form

Sport Clubs that check-out equipment, uniforms, etc. that is property of the club and/or Campus Recreation are required to utilize the Equipment Check-out form. The form is to ensure that the club member understands that this is not their property to keep and that they need to return the property at the end of the school year or at the time they are no longer an active club member. The club must also include a replacement cost to make the club member aware of the financial commitment they are making if they do not return the property or they return it damaged, other than normal wear and tear. The form also makes the club member aware that if they do not pay for items not returned or damaged, a hold may be placed on their student account until payment is made. It is important that the club secretary be responsible for filling out the form does so completely and accurately; forms must be turned into the Sport Club GA at the beginning of the semester or as needed throughout the school year.

Sport Club Travel Policy

All club travel **must receive** prior approval and a travel authorization form must be submitted at least 5 days prior to the trip, regardless if the club is seeking reimbursement or the club and/or club members encumbers 100% of the travel expenses.

General Guidelines

1. The club Vice-President (*or other traveling officer*) must be in possession of the club's Travel Binder (*see Risk Management Section*) at all times while the club is off-campus.
2. Sport Clubs may request a reimbursement for their travel if it is club related.
3. Travel must be approved **5 Business Days** in advance of the first day of travel.
 - a. Clubs must submit a **Travel Authorization Request** and **Travel Roster Form**.
 - b. The **Travel Authorization Request** form can be found online at <http://www.etsu.edu/fa/fs/forms.aspx>
 - c. The **Travel Roster Form** can be found online at <http://www.etsu.edu/students/campusrec/SportClubForms.aspx>
 - d. Without this form submitted by the deadline no reimbursements will be issued.
4. All receipts are required for reimbursement.
 - a. All receipts must have the same name on them as the name listed on the **Travel Authorization Request Form**.
 - b. All receipts must be turned into the Campus Recreation office with a maximum of **5 days** after the end of travel.
 - c. All hotel receipts must be itemized.
5. There will be no usage of vehicles between the hours of 12am and 6am, unless pre-approved.
6. Trip distance limitations for driving: Campus Recreation reserves the right to disallow any sport club to drive to a competition if the distance is extreme; the type of vehicle(s) being driven, the number of approved drivers, and the duration of the trip, as well as the trip distance, will be factored into the decision.
7. Any highway tickets or citations that are received by sport club members are the responsibility of the individual operating the vehicle while the ticket/citation was issued. Payment of fines will not be reimbursed by the Campus Recreation office.
8. The Sport Club Staff reserves the right to cancel any trip based on weather or other conditions.

Transportation

Sport Clubs at East Tennessee State University are allowed to use various means of transportation to get to their various destinations.

- **Driver policies**
 - a. Drivers are only allowed to drive a maximum of 6 hours in a 12 hour time frame and no longer than 4 consecutive hours without a least a 15 minute break.
 - b. Curfew – No driving shall be done between 12:00 a.m. and 6:00 a.m.
- **Personal Vehicles**
 - a. Personal vehicles are allowed to be used as long as the drivers have insurance and know they assume all fiscal responsibility for any accidents/injuries that may occur.
 - b. Reimbursement for personal vehicles is limited to 15¢ per mile when approved prior to trip.
- **Rental Vehicles**
 - a. Clubs may rent vehicles from any rental agency.
 - b. Clubs assume all responsibility for payment and insurance required by rental agency.
 - Rental fees/charges are considered Eligible – Payable expenses (reimbursable).
 - Additional charges for insurance coverage are considered Eligible – Non-Payable expenses (non-reimbursable).
 - c. Only on completion of travel and return of receipt will reimbursement for travel be processed.
- **ETSU Campus Recreation Van**
 - a. If a club needs the use of a vehicle with a hitch to pull a trailer for club equipment, a Campus Recreation-owned van is available.
 - b. Drivers of any university vehicle must be a university employee and such driving must be within the scope of the employee's job duties. Drivers must also have been certified through the university sponsored safety class.
- **University Motor Pool** *ETSU Motor Pool has been eliminated by the University as of September 1, 2015.*

Pre-Travel Meeting

Clubs are required to meet with the Associate Director or Graduate Assistant a minimum of 48 hours prior to leaving for any club related travel. The purpose of this meeting is to discuss the details of the trip and make sure that all pre-trip requirements have been met. The club should bring their travel binder and all paperwork pertaining to the trip to this meeting for review. Travel claim and reimbursement procedures will also be discussed.

Club Travel Binder

The travel binder is the responsibility of the club vice president. It should always contain:

- A copy of the trip itinerary
- Copies of travel roster
- Copies of consent form for each person on travel roster
- Emergency contact information
- Copy of Club's Emergency Action Plan
- Road Accident protocol
- Campus Recreation travel policies and procedures
- Accident Report Forms

Risk Management

Maintaining a safe environment for all participants is a primary concern for the Sport Club program. It is the responsibility of each individual member/participant of a club to determine whether he/she has the proper condition of health to participate in the specific sport. If there is uncertainty, he/she should consult a physician or the student health center. Club members who are currently enrolled students may receive medical care from the student health center. The sport club member is responsible for all costs associated with this service.

East Tennessee State University and the Department of Campus Recreation do not provide any medical insurance. Participation is voluntary and it is strongly advised that each participant have medical insurance coverage.

Risk Management/Emergency Action Plans

To encourage a safe practice and competition environment for ETSU Sport Clubs and in order to promote student leadership and learning, each club is required to develop and keep on file an electronic risk management plan. These plans are to be reviewed and updated annually and submitted at the beginning of the fall semester. The purpose of this plan is to educate club members how to minimize risk and prepare members to respond to emergencies and other situations. RM/EAPs should include a safety protocol to follow in the event of an emergency. The plan and protocols should be unique to each individual club, taking in to account specific risks associated with their sport and the club's specific practice/game location(s). This process recognizes that some clubs have fully realized risk management plans, while others are just considering risk management and safety concerns.

The Sport Club Staff is available to assist in developing a Risk Management Plan. Other resources made available to clubs include:

- A risk management plan outline
- Guidelines/policies for travel
- Opportunities for CPR/First Aid training for safety officers at no cost to the club
- First Aid kits and materials to restock at the beginning of each semester, as requested by the club

Notifying ETSU Public Safety / Emergency Services

Sport Club members should always be aware of the locations of emergency call boxes. These boxes are a direct connection to ETSU's Public Safety Dispatcher and when activated will automatically notify the Dispatcher of the box's location. Officers and members should also have ETSU Public Safety's number (**423-439-4480**) programmed into their cell phone in case of emergency. Dialing "911" from a campus phone will connect to ETSU Public Safety. However, dialing "911" from a cell phone will connect with the Washington County 911 Center. Do not dial "911" from a cell phone to report an on-campus emergency.

Off-Campus Practices/Competitions – for those clubs that utilize facilities that are not on the ETSU campus or ETSU property, 911 should be called in the event of an off-campus emergency.

First Aid / CPR / AED Requirements

It is **required** that each sport club has a **minimum of two officers** who maintain valid certifications in the American Red Cross (or similar) First Aid/ CPR/ AED. Each club is required to submit the certification cards of any certified members to the department of Campus Recreation. Certification cards will be photocopied and returned. It is strongly recommended that each sport club have at least one member who is certified at all club events/activities. This includes contests, practices, meetings, and official sport club gatherings. **These certifications are available through Campus Recreation at no charge for sport club members.**

Safety Protocols

Industry and Governing Body Standards and Guidelines – All Sport Clubs must comply with the industry standards for safety and their governing body's guidelines for safety, equipment, and uniforms.

Inclement Weather – Campus Recreation reserves the right to cancel, delay or postpone any home competition or away trip due to inclement weather. The Sport Club staff will work with club officers in the event that inclement weather is being forecasted or is approaching the area, and the decision that ensues will be made in a timely manner, and for home competitions taking into consideration when visiting teams will be leaving their campus.

Lightning and/or Thunder – When a cloud-to-ground lightning bolt is seen, or thunder is heard, all outdoor intramural play shall be immediately suspended and participants and staff should take shelter:

- CPA intramural fields should shelter in the overhang area under the new expanded weight room/court 4.
- The field complex shelter location is the field house pavilion.

Thirty-minute rule – Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30 minute count – reset the clock and another 30 minute count should begin. Club officers should consult a member of the Sport Club staff for guidance on whether or not to cancel the remaining practice/game schedule for that day.

Travel – Clubs must adhere to established policies relating to travel, including mandated rest breaks and curfew (no travel) hours. Members should also be mindful that road conditions can change and become hazardous during times of inclement weather and should not drive when dangerous and hazardous conditions exist.

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Facility Conditions – Upon arriving to a facility for practice or competition, officers and members should do a brief “walk-through” the facility. This “walk-through” is to make sure the facility is suitable for athletic competition. Attention should be paid to any irregularities in the playing surface or anything else that may cause a potential risk to the participants. Should a potential risk be discovered, an officer should notify a member of the Sport Club staff immediately and do what is necessary to avoid the risk until authorized by Sport Club staff.

Alcohol and Drugs – Alcohol, drugs and other illegal substances are prohibited on the ETSU Campus, including the CPA and all outdoor recreational facilities. Alcohol/drug consumption prior to participation or during a sport club activity creates an unsafe environment for participants, spectators and staff. Clubs are reminded that they are responsible for any spectators present.

Medical Emergencies – Medical emergencies are always a concern for athletic and recreational activities. Since athletic trainers or other medical personnel will not always be on site, officers and club members themselves become first responders in the case of an emergency. While officers and members should not act above their trained level of expertise, they should employ basic life-saving actions in the case of a medical emergency. Public Safety should be notified in the case of all medical emergencies. **It is strongly recommended that clubs have a first aid kit on site at all practices and competitions.**

Basic Injury – When a person suffers an injury, the first responder should speak with that individual and do a brief assessment of the injury. If the injury appears to be significant (sprained ankle, torn ligament, broken bone, etc.) the injury should be documented on an Accident/Injury Report form. If in doubt, complete the form. If the injury appears to be serious, and the injured individual is conscious and aware, ask them if they would like to have Public Safety notified and an ambulance called. CPA building supervisors and Intramural supervisors are available to assist with injuries.

Major bleeding – If an injury involved major bleeding, proper first aid to the individual is essential. It is important to stop the bleeding by applying direct pressure to the wound. In all cases involving major bleeding, Public Safety should be notified immediately. Club members should exercise due care and protect themselves against blood borne pathogens. Gloves should be included in any basic first aid kit.

Blood Rule – Any player with an open wound and/or blood on his/her uniform should not participate further until the wound is covered and there is no blood visible on the bandaging. Clothing with blood on it should be removed before returning.

Collision/Possible Neck Injury – If an injury is believed to have involved an individual’s neck it is important to have the person lay down on the ground. If the injured person is already on the ground DO NOT move them and notify Public Safety immediately.

Player Collapse/Unconscious – If an individual has collapsed, a quick assessment of the person and notification of Public Safety is vital. In assessing the individual, check the person’s “ABC’s” – Airway, Breathing, and Circulation. If the individual is not breathing, roll them on to their back (unless a neck/spine injury is suspected) and open their air way by tilting their head back. Rescue breaths should be performed by a CPR-certified rescuer, if available.

Concussions – As the risk associated with concussions becomes more apparent, clubs may need to adopt certain policies and procedures that address concussions. Campus Recreation has established the following policy to govern all clubs. Any player that exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game or practice and shall not return to play until cleared by a physician. If a club member is transported to a hospital or has been seen by a physician for concussion like symptoms, then documentation must be provided to the Associate Director stating the member is medically cleared to participate prior to resuming physical activities with the club. Common symptoms of concussion include:

- Headache
- Nausea
- Forgets plays
- Mood changes – irritable, anxious, etc.
- Fogginess
- Blurred vision
- Unsure of game, score or opponent
- Difficulty concentrating
- Sensitive to light and sounds
- Loses consciousness
- Easily confused
- Lack of energy, tiredness
- Shows behavior or personality change
- Slowed thought processes
- Dizziness, poor balance
- Moves clumsily
- Answers questions slowly
- Appears dazed or stunned

Injuries/Accidents/Incidents

Building and Intramural supervisors are available to help respond to injuries, accidents, or other incidents. Do not hesitate to notify these members in the event of an unexpected situation.

All injuries, accidents, and incidents occurring during club activities should be documented, regardless of severity, and whether or not the situation occurred on or off campus. An accident/ injury/incident report on should be submitted to the Department of Campus Recreation within 72 hours of the accident. Building or Intramural Supervisors can assist in completing this form.

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Points System

The Sport Club Points System was implemented as a way to help keep clubs accountable for the requirements and expectations of the Sport Club program. Clubs accumulate points for attending required trainings, completing and submitting required documentation, participation in home and away competitions, and member recruitment. Point totals are used to determine funding eligibility and reservation priority and will reset on **May 1st**.

<u>Category</u>	<u>Point Value</u>
Officers' Development	60 pts max
Annual Officers' Training ➤ All officers required. 4 points deducted per officer for unexcused absences; 2 points for excused ➤ Failure to attend will automatically result in club being placed on probation and current year's allocation reduced by 50% in both matching and total allocation	30 (15 pts for fall & spring meetings)
Monthly Meetings/Workshops – ➤ Minimum of two officers required. 2.5 points deducted if only one officer present.	30 (5 per meeting)
Forms/Documentation Submittal	15 pts max
Club Roster, Participant Info/Vehicle Forms	5
Updated Emergency Action Plan	3
Two Officers CPR/AED/First Aid Certified	3
Fall Semester Accounting Sheet, Receipts, and End of Semester Report	2
Spring Semester Accounting Sheet, Receipts, and End of Year Report	2
Participation*	15 pts max
Host Home Competition versus one school	3 per event
Host Home Competition versus two schools	4 per event
Host Home Competition versus three or more schools	5 per event
Travel to Away Competition ➤ Proper prior travel authorization must be obtained and proper paperwork completed on time. ➤ 1 point deducted for incomplete/late paperwork.	3 per event
Recruitment/Marketing*	10 pts max
Staffed Information Table at Orientation, Preview, or CPA Welcome Event	2 per event
Independent Marketing Event – <i>contact Sport Club office for eligibility</i>	2 per event
Bonus*	20 pts max
At least two officers attend a leadership training/workshop/event on campus	4
Community Service – <i>contact Sport Club office for event eligibility; One-third of club roster must participate to earn points.</i>	4 pts per event; 8 pts max.
Collaboration – work with another club or organization to host an event on campus or in the community. Cannot be combined with Community Service.	4 pts per event; 8 pts max.
Club (<i>at least one-third of club roster</i>) attends and supports another club's home competition	4
*Pictures and other supporting materials/documentation required to earn points in these categories	
<u>Penalties/Deductions</u>	
Late Form Submittals	-1 per item, per week late
Failure to respond to staff member request in timely manner, missed deadline	-2
Missed appointment with staff member, No-show for scheduled practice time (first offense)	-2
Minor Compliance Violation/Infraction (Code of Conduct, Sport Club/ETSU Policy, etc.)	-5
Major Compliance Violation/Infraction	-15

Allocation Eligibility – During the allocation process, each club's accumulated point total will be used to determine the maximum percentage of matching allocated funds the club is eligible for:

91-100 pts =	50% Campus Rec / 50% Club Funds
81-90 pts =	40% Campus Rec / 60% Club Funds
71-80 pts =	25% Campus Rec / 75% Club Funds
60-70 pts =	Not eligible for Campus Rec allocated funding; Club placed on probation
Below 60 pts =	Not eligible for Campus Rec allocated funding; Possible suspension of club

This shows the maximum percentage that a club may be eligible. Other factors may reduce this percentage further. New/provisional clubs started during school year may eligible for 1/3 (33.3%) funding if they do not qualify for a higher percentage.

Reservation/Practice Priority – At the end of each semester, point values will be tabulated. Clubs will be given practice priority based on their accumulated point totals. Point totals carry over from the fall semester to the spring semester.