



WRIGHT STATE

CLUB SPORTS

Club Sports Handbook

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Section 1. Club Sports Program Overview

Article 1. Purpose

The purpose of Club Sports at Wright State University is to provide members of the student body with an opportunity to participate in sports and activities that promote socialization, physical activity, lifetime fitness, and wellness practices.

Article 2. Definition

A club sport is a specially recognized student organization that provides a medium for people who share a common interest in a particular sport or activity. Competitive club sport teams regularly compete in various state, regional, national, and international contests, and tournaments against clubs from various other colleges and universities. These clubs are usually members of a nationally recognized league or association for their respective sport or activity. Club Sports are not considered Wright State University varsity athletics teams and will not be considered a varsity sport unless authorized by WSU Athletics.

Article 3. Handbook Updates, Changes, and Amendments

The following policies and procedures are subject to change. All appropriate parties will be notified of any changes via monthly Club Sport Council meetings, emails from the Club Sports Council President and/or the Club Sports Program Manager. However, it is always the responsibility of club officers to familiarize themselves with and maintain compliance with current policies and procedures.

Club Sports are independent from Wright State University. The university has no position on the status of Club Sports, nor does it have any financial responsibility for them.

Wright State Recreation & Fitness Center
092 Student Union | Monday – Friday 7:00AM – 9:00PM
Phone: 937-775-5505
<https://www.wright.edu/club-sports>

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Section 2. Recognition & Eligibility

Article 1. Recognition

Club Requirements to be active under CSC:

1. Each club sport must be in good standing with the office of Student Involvement and Leadership
2. Each club sport must have all player participation forms turned in for each of their members before participation in any physical training anywhere
3. Each club sport must attend all of the CSC general meetings each academic year
4. Each club must participate in 1 volunteer community event per year with at least 80% of the team participating
 - a. If a person is a member at any time throughout the year, they are to be considered into the total number of participants with the club.

Article 2. Eligibility

Eligible Club Members:

1. Any registered student of Wright State University who is taking at least one credit hour
 - a. Students participating in the Post-Secondary Program (students who have yet to graduate high school) and those enrolled in the Wright Path program are NOT eligible for Club Sports
2. Only registered students of WSU may become an Executive Officer on CSC and serve any term elected
3. Any registered student of the membership can apply for any vacant position within CSC by contacting the current President, Treasurer, or Advisor. Those persons may be interviewed by the current term sitting CSC Executive Board to determine the replacement for the vacant position

Some clubs will belong to a national or regional governing body. In these instances, the governing body may place restrictions or limitations on members eligibility based on gender, abilities, and age (in accordance to the number of years removed from high school or number of years since the students first class at a college or university). The club may choose players/members based on those credentials only. If a club holds tryouts, they shall have clear expectations and honest feedback. If any player wishes to communicate about the tryout process with the Club Sports Office, please contact the Club Sports Program Manager.

Alumni or other community members are not eligible for participation in any club sport program (practice or games).

Section 3. Starting a New Club Sport

Article 1. Affiliation Process for Potential Club Sport Organizations

Any group of students with a collective interest in a sport or activity can start a new Club Sport. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Club Sports Office for assistance.

1. Meet with the Club Sports Program Manager

Individuals or groups that wish to form a new Club Sport must first meet with the Club Sports Program Manager to discuss the purpose and mission of the proposed new club. Expectations of Club Sports will also be discussed in the meeting. Not all “sports” will be allowed on campus and the Club Sports Program Manager will establish these on an individual basis based on space, health and safety, and other concerns the University may have.

2. Determine Club Leadership

Club Sport organizations must select/vote a President, Vice President, Treasurer, and a 4th leadership role of their choice. They also can select a Faculty/Staff Advisor. The default advisor will be the Club Sports Program Manager.

3. Develop a Constitution

Before a club can become official registered, they must submit a constitution. This document may be brief or lengthy, depending upon the philosophy of the club and their goals. Each constitution is required to state the following: club objectives, membership clause, discipline of members, description of the officer positions and duties of each, and any standing committees. The bylaws of the club, rules that govern the election of officers, and other organizational procedures may also be included within the constitution. Sample constitutions are available with the Club Sports Office and Office of Student Involvement & Leadership.

4. Complete the Student Organization Registration & Trainings (SORT)

This training covers university policies and procedures for student organizations. The president and treasurer must each complete the officer training and the treasurer must attend treasurer’s training before a club can obtain registered status. See more information [here](#).

5. Meet with the Club Sports Program Manager

Once the Office of Student Involvement & Leadership has approved the student organization, the club leadership must contact the Club Sports Program Manager to schedule a meeting regarding Club Sports policies and procedures and to obtain practice space/time. Clubs must also have a proposed budget with them at this meeting.

Upon approval from Engage and the Club Sports Office, the club will be officially recognized as a club sport. **Club sport organizations may not engage in any organizational activity until all club sport requirements and Engage requirements have been completed and the club is notified that it has achieved “active” status.**

All clubs must abide by all rules, policies, and guidelines set forth by the Department of Athletics as well as any rules, policies, and guidelines set by the Student Code of Conduct at Wright State University.

Existing Club Sports may not be duplicated

Section 4. General Participation & Safety Guidelines

Article 1. Health/Safety/Medical Insurance

Wright State Club Sports requires that all participants in any competitive tier sports complete a physical exam from a medical professional prior to beginning any exercise program. Some non-competitive clubs will be required to get physicals by the university due to the nature of their sport.

Participation in club sport activities involves inherent risk. Possible injuries include, but are not limited to, contusions, muscle strains and sprains, broken bones, lacerations, cardiac malfunction, head, neck, and back injury, paralysis, drowning (in water activities), and death.

Participants in any Club Sports Program activity must carry valid health insurance coverage.

Participants are fully responsible for any and all medical expenses that may be incurred as a result of participation in club sport activities. Wright State University assumes no medical or financial responsibility for voluntary participation in club sport activities. Anyone participating in a club sport organization try-out, practice, event, demonstration, seminar, competition, etc. must sign an Assumption of Risk/Release of Claims/Participation Agreement and submit proof of valid health insurance coverage prior to participating. Failure to ensure that all participants have fulfilled this requirement will subject the club to disciplinary measures.

Article 2. Alcohol/Drugs

Consumption of alcohol and marijuana is prohibited during all team and individual Club Sport program activities (home or away, or at any time during travel), regardless of the age of the participants. For all other alcohol and marijuana related incidents, please refer and adhere to the Wright State Student Code of Conduct

Non-prescribed drugs, performance enhancing drugs, or any other substances that might be dangerous or detrimental to the participant's health, or performance as a member of this organization are also prohibited.

Article 3. General Club Guidelines

All Club Sport Program participants have an obligation to refrain from actions and behavior that may jeopardize themselves or other Club Sport Program participants. The Club Sports Program reserves the right to remove participants from the program for actions/behavior that are deemed dangerous to themselves and/or other Club Sports Program participants.

The conduct of clubs and individual club participants shall be in compliance with all Wright State University rules and regulations, including University Codes of Conduct, the policies and rules for student organizations, and the policies for club sport organizations in this manual and set by the Club Sports Office. Violations may subject the club sport organization to sanctions including, but not limited to, mandatory community service, fines, loss of use of facility space, mandatory attendance at educational workshops, probation, loss of privileges/suspension, loss of recognition, etc. Violations may also subject individual participants to sanctions including, but not limited to, loss of Club Sport participation and/or referral to Student Code of Conduct.

Each club sport organization is responsible for the actions of its participants, guests, spectators, and fans at all club activities. Failure to prevent and/or control irresponsible acts and/or failure to discipline individuals who engage in irresponsible acts could result in further disciplinary measures.

Instructors and Coaches

If an instructor or a coach is deemed necessary by a club, WSU CSC encourages the club to seek services of coaches who are capable of properly instructing. Clubs may select coaches who are not associated with the University; however, detailed screening procedures must be followed. The selection of instructors and/or coaches is the responsibility of the club, but interviews must be conducted with the club officers and Club Sports Office. All instructor/coach selections must be approved by the Club Sports Program Manager. At no time shall an instructor or coach be on or in possession of the club's bank account information, unless approved through the Club Sports Office.

Instructor/Coaches Responsibilities:

- 1. Adhere to all applicable policies, guidelines, and procedures set forth in the WSU Student Code of Conduct as well as all applicable local, state, and federal laws.**
2. Follow all Wright State University and divisional procedures according to Club Sports policies.
3. Submit to a criminal background check.
4. Sign and adhere to the Coaches Code of Conduct and coaches contract ([found on Engage](#))
5. Encourage student member involvement in all club operations.
6. Know emergency procedures for facilities utilized by the club.
7. Know health and safety requirements of the club's activities, including the inspection of sports gear, and reporting of potentially dangerous facility conditions to the Club Sports Program Manager when necessary.
8. Assist club involvement by teaching and coaching in practice and game settings.
- 9. Instructors and/or coaches must not participate or contribute in the club's administrative or decision-making process. The student(s) in club leadership will serve as the liaison between the Club Sports Program Manager and instructors and/or coaches.**
10. Instructors and/or coaches that utilize the WSU Athletic facilities are restricted to access only during scheduled club activity.

Facility Usage Procedures

1. All club members must have a current Wright1 Card and be registered for the semester in which they participate.
2. Instructors and/or coaches of clubs that utilize the Recreation Center/McLin facilities are restricted to access only during scheduled club activity. Club coaches/instructors may purchase a Fitness Center membership to gain unlimited access.
3. All requests for practice and game facilities must be submitted via Engage to the Club Sports Program Manager at least two weeks prior to the scheduled events. Facility space will be limited and outside facilities should be explored if campus facilities are not available. Club Sports do not always have priority in facility scheduling over other organizations or students.
4. Failure to honor a facility request can jeopardize future club privileges. Two "no-show/no-calls" could result in the Recreation Center/McLin voiding the club's facility requests for the remainder of the year (September 1–August 31) or longer if deemed necessary.
5. All cancellations of facility requests must be submitted to the Club Sports Program Manager at least 5 days before the scheduled event.
6. Any club utilizing the Recreation Center/McLin facility must clean up after their event.
7. Alcohol/marijuana/banned substances are not permitted at any games or practice sessions. The Wright State University Student Code of Conduct policy on alcohol/marijuana/banned substances and its consumption will be strictly enforced at all times.
8. The Club Sport Council and Wright State University Athletics are not responsible for club

equipment or liable for its damage. All club equipment is the responsibility of and must be securely stored by the club.

9. The Club Sport Council and WSU Athletics reserves the right to deny facility access to persons who abuse the facilities or equipment or fail to comply with any university policies.

Section 5. Meetings, Practices, & Events

Article 1. Meetings

1. Club Sport Council will have monthly meetings during the academic year, which all active clubs must have at least 1 member in attendance, preferably leadership.
2. The meetings shall be governed in a business-like manner by the present members of the CSC E-Board in order to bring about an orderly process and efficiency for the duration of that CSC meeting.
3. All CSC meetings shall be conducted once a month during the regular academic year. Typically, these meetings are one (1) hour in length each month or once adjourned by present members of the CSC E-Board.
4. Meetings will be led by the CSC President. If the CSC President is unable to fulfill this duty, then CSC Advisor or the CSC Treasurer shall fulfill this duty or delegate this duty to be done.

Article 2. Practices

1. Requesting Athletic and Recreational facilities (gyms, turf, classrooms, pool, etc.) for recurring practices require the following:
 - a. Emailing the Club Sports Program Manager in addition to submitting the request on Engage by the appropriate semester deadline
 - b. Requests submitted after the semester deadlines may not be accommodated
 - c. Scheduling is prioritized taking into consideration primary club needs for a given space, whether a club is in/out of season, and its history (discipline included) from previous years. Scheduling is not conducted on a first come, first serve basis. All clubs need to submit requests by the given semester deadline and will be looked at equally.
2. Regular Practices Facility Use:
 - a. Facility privileges may be withheld if club fails to adhere to facility, Club Sports Office, or Wright State University policies and procedures; or if improper use of the facility occurs.
 - b. Due to limited facility space, clubs shall be required to maintain a minimum of 6 active members in order to retain facilities. Priority may be given to competing clubs vs recreational based clubs.
 - c. The Club Sports Office reserves the right to deny facility privileges if requirements are not met
3. Practices
 - a. Occasionally, practices may be cancelled due to facility maintenance or use of facility space by another group/entity. The Club Sports Office will notify clubs via email as soon as it becomes aware of the cancellation(s). Club officers are asked to understand that practice cancellations may occur, and officers are responsible for communicating the cancelled dates to their club membership
 - b. The Club Sports Office reserves the right to cancel practices during inclement weather and extreme temperatures. Additionally, anytime the University closes (including for weather), club sports practices will also be cancelled.

- c. Clubs who intend to cancel scheduled practices for any reason must notify the Club Sports Office before 5:00pm on the day of the cancelled practice, or before 5:00pm on Friday for cancelling any weekend practices. This does not include practices cancelled by the University.
- d. The Club Sports Office will be tracking no-show practices (where a club does not notify the Club Sports Office and fails to show up for practice) each semester.
- e. "No Show" practices will result in the following:
 - i. First occurrence: Warning for Club
 - ii. Second occurrence: Loss of next practice
 - iii. Third occurrence: Loss of next week practices and formal disciplinary sanction
 - iv. Fourth occurrence: Loss of 2 weeks of practices and formal disciplinary sanction
 - v. Fifth occurrence: Loss of 1 month of practices and formal disciplinary sanction

Article 3. Home Events

Requesting process for special events such as games, tournaments, seminars, demonstrations, etc. requires the following:

1. Club officers shall contact the Club Sports Office with a minimum of 4 weeks' notice. Events which are not submitted ahead of the deadlines listed above may not be approved
2. If notified of approval, the club leadership may be required to meet with the Club Sports Office to discuss event planning.
3. The Club Sports Office reserves the right to cancel an event due to inclement weather or field/facility deficiencies/concerns
4. If an event is cancelled by the host club for non-weather-related reasons, the club leadership must notify the Club Sports Office. If notification of cancellation is not made at least 5 days prior to the start of their reservation, the club may be required to pay charges related to the reservation.
5. No commitments to third parties shall be made by any club sport representatives prior to obtaining approval from the Club Sports Office
6. Clubs are not permitted to host leagues and tournaments for other Wright State students who are not on the club's roster, with the exception of pre-approved fundraisers. For clarification about what events will or will not be approved, please contact the Club Sports Office

Article 4. Competition

1. Clubs are strongly encouraged to compete throughout the year
2. Competitions are defined as any event the club is competing in including, but not limited to, meets, shows, matches, games, tournaments, etc.
 - a. Intrasquad matches are not considered competitions
 - b. It must be competitions against other colleges/universities

Game contracts with any team(s) needs to be run through and approved by the Club Sports Office.

Reminder that ALL club sanctions events (practices, competitions, events, etc.) MUST be submitted via Engage.

Section 6. Benefits of Being a Club Sport

Article 1. Leadership Development Opportunities

Club sport organization members may run for elected positions within their respective club sport organizations each year, as laid out in their respective club constitution. These leadership opportunities provide a unique opportunity for students to build character, develop their leadership skills, organize club events, and collaborate with other University partners.

Article 2. Mailing Address

Each club sport should use the Club Sport Office as a permanent mailing address for all packages and mail. Your club address is:

[Club Sport Organization Name]
Wright State University
092 Student Union
3640 Colonel Glenn Hwy
Dayton, OH, 45435

Article 3. Storage

Club Sport organizations may request equipment storage space as necessary. Storage space will be assigned on an as needed basis. To request storage space, please contact the Club Sports Office. Storage of personal equipment, purchased for personal use and not for use by the whole club, will be discussed on an individual basis.

Article 4. Programming Assistance

Each club can contact the Club Sports Program Manager who is available for advice, problem solving, general assistance, mentoring, and direction.

Article 5. Club Websites

All club sport organizations be highlighted on the organizational website wright.edu/club-sports. These sites must be maintained by the club with updates and changes being sent to the Club Sports Office. Links to organizational websites as well as social media accounts will be listed next to each club sport organization's information in the club list section of the Wright State Club Sports website.

Article 6. Facility Use

Club sport organizations may request use of indoor and outdoor athletic/recreational facilities for meetings, practices, and events. Most facilities are available free of charge, but some may have facility rental/staffing fees. Requesting space in athletic facilities must be done through the Club Sports Office and must be approved.

Article 7. Field Preparation

The Club Sports Office will arrange for field lining for practices and special events when resources are available. In some cases, they may be able to provide your club with the resources to line the fields yourselves or create field boundaries.

Article 8. Absence Memos

The Club Sports Office offers a travel confirmation letter to club members who participate in an activity that is recognized by the Club Sports Office. The letter does not excuse academic absences, rather it provides a notification that the club member is participating in a Club Sports Office recognized activity. To receive absence letters, the officer who submits a Pre-Trip Form must indicate that they would like an absence memo to be created.

An absence memo must be requested at least five (5) business days prior to the requested departure date of any trip. It is the responsibility of club leadership to distribute the absence memo to all club members who require a copy of the memo.

Article 9. Athletic Training Services

The Club Sports Office offers Athletic Training Services, through our partnership with Dayton Children's Hospital, to club members who participate in Club Sports. They will have drop-in clinic hours free of charge to members and will staff home events for our competitive clubs.

Section 7. Promotion & Publicity

The following guidelines have been developed in an effort to increase the visibility of the Club Sports Program and its student organizations.

Article 1. Club Sport Organizations are "Clubs"

A club sport organization should identify as a "club" as opposed to a "team". This distinction from varsity counterparts and emphasizes the mission of student organizations to be active in student life beyond their primary sport/recreation goals. All club sport organizations must have "Club" in their title at all times. This excludes the Competitive Cheer Team and Dance Team.

Article 2. Printed Materials

All printed materials such as banners, posters, flyers, etc. must be approved by the Club Sports Office prior to production and distribution

As a reminder, if any printed material includes the name of a club's sport, the word "club" must appear either before or after the sport's name (i.e., Club Basketball, Fencing Club, Women's Club Soccer, etc.)

Merchandise/Clothing

Many club sport organizations purchase some type of merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. All merchandise and clothing must be pre-approved so the Club Sports Office can review any and all artwork and ensure it is compliant with University and Club Sports Program policies.

Additionally, only University-licensed vendors have the legal right to produce apparel and merchandise that uses the University's name and logos or references to them.

University Licensing policies may be found at wrightstatepromos.com. Being familiar with approved vendors, logos/designs, and trademarked symbols is helpful when designing apparel for your club. Since the Club Sports Office or Department of Athletics may apply additional policies and restrictions on top of the University Licensing guidelines, it is very important that a club sport organization always consults with the Club Sports Office during the designing stages of their apparel and merchandise order.

To gain approval to proceed with a clothing/merchandise order, a representative from the club must consult with the Club Sports Office. Helpful information to provide in order to gain approval includes the type of apparel, the desired vendor, and the proposed artwork. The Club Sports Office can assist with vendor recommendations.

Exceptions may be granted on a case-by-case basis for a club to use a non-licensed vendor to produce specialty items, for example a uniform that one of the licensed vendors does not offer. This request must be made to the Club Sports Office who will then make the request to the Licensing Department at the University. The club will be notified of the status once Licensing has been able to review the request thoroughly.

As a reminder, if apparel includes the name of a club's sport, the word "club" must appear either before or after the sport's name (i.e., Club Basketball, Fencing Club, Women's Club Soccer, etc.)

Section 8. Change of Officers & Officer Training

Article 1. Change of Officers

During the spring semester, clubs will be required to submit a notice to the Club Sports Office regarding a change in officers for the subsequent year. Please note that, regardless of when a club chooses to elect new officers, no officer changes will be recognized until the end of the spring semester (for the following year)

The Club Sports Program Manager needs to be involved in changing of officers. This is to ensure anonymity amongst all members regarding their votes. All members have the opportunity to run for a position in club leadership annually.

Article 2. Officer Training

At the start of fall semester, the President and Treasurer of each club will be required to complete SORT Training through the office of Student Involvement and Leadership. More information on that training can be found [here](#).

Section 9. Annual Activation

Article 1. Engage Registration

Clubs Engage pages are reset annually at the end of the Spring Semester. The Office of Student Involvement and Leadership can add the new officers (if applicable) to the page so the club can reactivate their page on Engage. Clubs' pages will only get approved once the constitution, anticipated budget, and all other required paperwork is turned in to the Club Sports Office and the office of Student Involvement and Leadership. Clubs who have not met this requirement will not be reset.

Article 2. Activation

The following are requirements for club sports organizations to become activated each year. A club sport organization can only receive the benefits of, and access to practice space, and Club Sports Funds if the club is activated and dues are paid from each participating member.

1. All club officers must meet with the President and Treasurer of Club Sports for the end of season reports
2. Complete the following items:
 - a. Club budget for the upcoming academic year

- b. Updated club constitution for the upcoming academic year
 - c. Submit their competition schedule for the upcoming academic year
 - d. Meet the minimum officer requirement
3. Re-register with Engage

Section 10. Travel Policies & Procedures

Article 1. Pre- and Post-Trip Form Submission

1. A Pre-Trip Travel form must be submitted for any trip off campus
 - a. Exception: If club practices off campus, travel to and from their practice site will not require a travel form
2. Clubs must have a completed travel form submitted to the Club Sports Office at least 21 days prior to the requested departure date for overnight stays. For day trips, it must be 14 days prior to departure.
3. The Club Sports Office will notify the club sport organization of the status of their travel form within 2 business days of submission
 - a. No travel arrangements may be made by a club sport without approval to do so by the Club Sports Office
4. Clubs that submit travel forms with less than 14 days left before travel will incur penalties ([see Section 13](#))
 - a. Travel forms submitted with 48 hours or less until competition will automatically be denied.
5. Unapproved travel will not be eligible for reimbursement

Article 2. Transportation Options and Policies

1. Club sports may rent commercial vehicles or use personal vehicles. Regardless of vehicle provider, Wright State University and Club Sport policies must be followed at all times.
 - a. Clubs who wish to obtain a charter bus must contact the Club Sports Program Manager at least 14 days prior to their departure date. If this is not feasible due to a club's tournament qualification process, please contact the Club Sports Office
 - b. Personal vehicle requirements:
 - i. The registered owner of a personal vehicle used for club sports travel must complete and submit a vehicle authorization form. This form should be submitted via Engage along with a copy of valid vehicle registration, a valid vehicle insurance card, and valid driver's licenses of all drivers
2. Club sport organizations may travel via commercial airlines. **Clubs requesting to fly must receive approval by the Club Sports Office before making any flight arrangement.** Upon approval, clubs will receive additional information including forms required to make airline reservations. These forms must be submitted **at least two weeks** in advance when applicable. Clubs that wish to make airline reservations must be readily available for communication in the chance the Club Sports office needs additional information.
3. Clubs may travel internationally upon approval from the University. Clubs will need to give a minimum of 30 days' notice.
4. Clubs are **not** permitted to travel **between the hours of 12am and 5am** (unless driven by a professional driver). This policy is to ensure the safety of all students traveling on the roads

during times identified as having an elevated risk of accident/injury. Charter buses and vehicles with professional drivers, are typically exempt from this policy though bus companies may impose travel restrictions or relay drivers.

5. Clubs must change drivers every 6 hours when using personal or rental vehicles for travel. A driver may not resume driving until they have had at least a 6-hour break from driving. This may mean that clubs need to have multiple drivers in each vehicle (rental vehicles) or multiple club members listed as approved drivers on personal vehicles.
6. Clubs must send an itinerary to all traveling club members letting them know time of departure from Wright State and from their destination to come back to Wright State.

Article 3. Lodging

Club Sport Organizations may choose to lodge at commercial hotels, private residences, or campgrounds. Regardless of type of lodging, specific contact information and location must be indicated on the Pre-Trip Form. The pre-trip forms must be completed 21 days prior to the start date of the reservation.

1. The Club Sports Office must approve the number of rooms that the club will be incurring the cost for. As a general rule, the Club Sport Office will approve one room per four (4) males or females. If fewer males and/or females will be lodging, one room will be approved for males, and/or one for females. Exceptions to this policy may be granted on a case-by-case basis by the Club Sports Office upon reasonable request.

Article 4. Meal Reimbursement Requests

Club sport organizations may reimburse club members for approved meals after the trip has occurred. Reimbursements will only be approved on the following conditions:

1. Members being reimbursed were listed on the approved travel roster for the event
2. Receipts are itemized with exact/specific food and beverage items that were purchase and must be turned into the Club Sports Office
3. Receipt dates fall within the departure and return dates/times of the approved travel request/itinerary

Article 5. Safety Officer Travel Requirements

Two (2) safety officers must travel with the club on all trips. Clubs should plan in advance to have enough safety officers in the club in order to ensure that at least two (2) will be on every competitive trip. Safety officer requirements may be waived for certain trips. Contact the Club Sports Office with specific questions. The Club Sports Office can certify as many members of club leadership as the club would like.

Article 6. Inclement Weather Policies

The Club Sports office reserves the right to postpone, cancel, or extend any club sport organization trip due to inclement weather. While the goal of the program is not to deny clubs the opportunity to travel, the safety and well-being of students, faculty, and staff will always be the priority. If logistics allow, clubs may be allowed to adjust travel arrangements to leave earlier or later to avoid potentially dangerous driving conditions. Cancellations will only be determined after thorough review of the weather and road conditions and when all other options have been exhausted. For trips cancelled by the Club Sports Office, the club may be reimbursed by the Club Sports Council for expenses incurred that could not be refunded.

Article 7. Emergency Weather Policies

In the instance of any sudden severe weather such as thunder and/or lightening, safety officers should be prepared to stop all club activity immediately and seek shelter in the nearest available indoor facility. Activity should not resume until 30 minutes has passed without instance of thunder or lightening. Every instance of thunder or lightening resets the 30 minutes waiting period.

Article 8. Additional Policy Reminders for Travel

1. **No alcoholic beverages, marijuana** or non-prescribed controlled substances may be present or consumed by club sport members while traveling or participating in club sponsored events, from departure to return, regardless of age.
2. Club Sport organization travel is limited to student members of the organization and their approved coaches/instructors or faculty/staff advisor. Non-club members, regardless of student status, are never permitted to travel with a club sport organization without prior approval.
3. When taking personal vehicles or rental vehicles, the driver and member in the front passenger seat should remain awake and alert at all times. Passengers should keep drivers alert and watch for signs of drowsiness. Drivers should always adhere to posted speed limits and obey traffic laws.
4. When taking personal vehicles or rental vehicles, it is the responsibility of the driver to ensure the following:
 - a. Each member has a seat to themselves and is wearing a seatbelt.
 - b. The windows of the vehicle are free from any obstructions such as clothing, equipment, or bags/luggage.
 - c. All bags/equipment are stored properly in the vehicles' trunk or under seats. Bags/equipment should not be held by passengers or resting on their laps.
 - d. Vehicle tire pressure is adequate based on the standards of that specific vehicle.
 - e. The vehicle is not "over-stuffed" with luggage/equipment/bags. All items should fit comfortably within the appropriate storage areas of the vehicle.
5. Coaches may be qualified drivers as long as they submit required driver documentation.
6. Parents may be qualified drivers as long as they submit required driver documentation.
 - a. Parents may not drive rental vans that are rented through the University
 - b. Parents may rent their own van, but would not be eligible for reimbursement
 - c. Parents that wish to drive club members in their personal vehicle may do so provided we receive the driver and vehicle documentation in advance
 - i. No vehicle information needed if the parent is only driving their child
7. Any club member (or coach) driving to a sanctioned club competition must complete and submit the Electronic Driver Application Form ([found here](#)). Primary Approver must be Jake Wells (jake.wells@wright.edu) and Secondary Approver must be Lisa Burke (lisa.burke@wright.edu). A complete list of approved drivers is also available online. Please allow 10 business days for this process to be completed.
 - a. If the team is driving a 12-passenger van, additional one-time training is required. Please email the Club Sports Program Manager (jake.wells@wright.edu) for information.

Section 11. Financials

Club Sport funds must be used for the benefit of the entire club. Funds for Club Sport Activities will come from the following:

- Membership dues
- Fundraising activities
- Non-deductible donations from individuals and corporations

Article 1. Annual Budget Request Process

In order to receive funds for the following academic years, clubs must submit a budget for the following academic year by the designated deadline. Additionally, each club requesting funds will be required to present their request to the Club Sports Program Manager. The funds will be awarded based on the following criteria:

- Financial Need of the Club
- Community & University Impact & Involvement
- Number of Club Members
- Activity of the Club
- Previous Fiscal History
- Level of Club Fundraising (minimum of 2 fundraisers per academic year to be eligible for funding)
- Items wanting to purchase

To be eligible to receive funding, clubs must be active for 2 continuous semesters and be in 'good standing'.

The following requirements are necessary for a club to be considered in 'good standing'

- Complete and submit all required forms
- Be in good standing with SIL and Club Sports Office
- Have representation at Club Sports Council Meetings
- Have no outstanding University or Club Sports disciplinary sanctions
- First Aid/CPR/AED Compliant

Any club that wishes to receive funding must meet the "Competitive Category" requirements during the academic year (see [Appendix B](#)).

Article 2. Dues

It is mandatory that each club charges at minimum a \$15 participant fee that goes to the council to cover insurance for each club in case of emergency, field/gym rental/maintenance, club sport council initiatives, etc.; additional club dues are required in order for a club to obtain funding. The amount of club dues shall be determined by the individual club based on need. Funding given to each club may change each year, so it is important to have a plan in place to receive any necessary funding from the club's members. Funding from Club Sports Office will not be made available until dues have been collected.

The money from dues shall be collected via [marketplace](#), then which a receipt will be given showing that player as paid. **Cash or check should never be collected by leadership.** Should somebody not be able to pay online, contact the Club Sports Program Manager for alternative arrangements.

Article 3. Banking

All clubs must do all financial transactions and processes through the Club Sports Office. Clubs may not have off-campus bank accounts, unless authorized by the Club Sports Office.

Allowable Club-Related Expenses by Account Type

Article 4. Types of Accounts

Each club sport has two accounts to deposit and/or withdraw club funds. **Club sport organizations MAY NOT hold funds in any external bank account.** Funds may be withheld if club sport organizations fail to adhere to the policies and procedures in this manual, or for infractions of Wayne State University policies and procedures.

Summary of Accounts and Funding: Definitions of funds included

1. Allocation Account (Allocation): Funds provided by the Club Sports Program, for purpose of supplementing club sport organizations' self-generated funds.
2. Agency Accounts (999xxx): Self-generated funds (dues, fundraising revenue, etc.). All funds generated by club sport organizations must be deposited to the Club Sports Office. The Club Sports Office manages all club sport organization financial accounts.

Article 5. Allocation Account

A club's allocation account may be used for the following expenses:

1. Game uniforms which will remain with the club
2. Facility and equipment rentals
3. Officiating expenses
4. Equipment/apparel purchases for items which will remain with the club
5. Personalized BSN/vendor-purchased items to be reimbursed
6. Tournament/event entry and registration fees
7. Organizational membership dues
8. Copying and printing
9. Payment to coaches/instructors

Article 6. ASA Account

A club's ASA account may be used for the following expenses:

1. Individual league membership dues
2. Equipment/apparel purchases for items which will remain with individuals
3. Awards (i.e., trophies, prizes, certificates, etc.)
4. Charitable donations
5. Fundraising supplies
6. Fuel and toll expense for personal vehicles
7. Meal/food reimbursements
8. Any expenses that are listed for allocation account

Purchasing and Requesting Funds

Article 7. Reimbursement

NOTE: Unless pre-approval is granted by the Club Sports Office, club members are not authorized to make purchases on behalf of the club.

1. Club Sport Treasurer must submit the following to receive reimbursement for allocation-eligible expenses:
 - a. All original receipts must be submitted. Electronic copies of these documents must be provided via email to jake.wells@wright.edu
 - b. For reimbursement of any item purchased by an individual, the original receipt must be turned in along with the request within 10 business days of the purchase. Electronic copies must be submitted via email to jake.wells@wright.edu

Article 8. Payment to Vendor (Non-Referee/Official/Professional Service)

NOTE: Unless pre-approval is granted by the Club Sports Office, club members are not authorized to make purchases on behalf of the club.

1. An original vendor invoice/bill must accompany the request when submitted to the Club Sports Office. Please do not attach any “sticky notes” or anything with sticky substances or use highlighters on invoices/bills – they tend to erase information on receipts. Electronic copies of these documents must be email to jake.wells@wright.edu
2. Should a club wish to utilize independent contractors (aside from officials) such as photographers, an independent contractor agreement **MUST** be filled out before any services can be provided.

Fundraising, Donations, & Sponsorships

Article 9. Fundraising

Clubs are required to engage in fundraising to supplement their funding. For information regarding fundraising ideas and before conducting fundraisers, contact the Club Sports Office.

Article 10. Donations & Gifts

There may be an instance where a member of the community, family member or community organization decide to give a gift to the club. These gifts may include tangible goods such as equipment or uniforms, or a check made out to the club to use at their discretion. In both of these cases there are a few things you must do to ensure that the donor is given proper credit.

1. Complete the Sponsorship/Donor Form
2. Contact the Club Sports Program Manager and turn in the completed form
3. All donations should be sent to the Club Sports Office. **Checks should be made payable to “Wright State University Foundation” with the club sport organization name in the memo line of the check.**

When receiving tangible items, please be sure the items are in good conditions. The university will not accept items that are in poor condition or will not benefit the members of the club.

Article 11. External Financial Support/Sponsorships

1. Club sport organizations are encouraged to seek outside financial support in order to meet their programming needs. Note that any sponsors that are direct competitors with Wright State University sponsors may not be approved.
2. The Club Sports Office **must** approve all sponsorship proposals and language prior to finalization
3. No financial support shall be accepted that would associate the club sport organization, Club Sports Office, or Wright State University with performance enhancing drugs, illicit drugs, tobacco products, marijuana, or alcohol. This includes local establishments primarily represented as bars as opposed to restaurants.
4. Sponsor product or company names, colors, and logos are allowed on printed or promotional materials, subject to approval by the Club Sports Office

Section 11. Club Sport Credit Card Usage

All clubs have the available use of a campus purchaser's card (credit card). For use of this credit card the following criteria must be met.

Reimbursement – The club must have a plan to pay back the expenses being made

Purchasers Card Authorization Form – the purchasers card authorization form must be completed by the user of the credit card, the Club Sports Program Manager, and Business manager.

Receipts – the original itemized receipt(s) must be turned in with the card. It is the credit card user's duty to return all receipts. If one is missing, it is the responsibility of the user to contact the seller to obtain a new receipt.

Taxes – Wright State University is a tax-exempt institution. Therefore, sales tax and state tax shall never be charged. All tax must be removed from each purchase

- a. The Tax Exempt # is located on the credit card or you may use the Tax Exempt Form located on Engage.
- b. It is the user's duty to be sure all taxes are removed before turning in all receipts to the Club Sports Program Manager.

Article 1. Picking Up the Card

The Club Sports Program Manager has four (4) cards available for use. With multiple clubs it is important to make an appointment to use and pick up the credit card. An appointment may be made by email or calling. The credit card shall be returned on the next business day after use, unless alternative agreement has been made between the user and the Club Sports Program Manager

Article 2. Eligible/Ineligible Purchases

All purchases made by use of Wright State funds make it property of Wright State University. Therefore the credit card has purchase limitations. The purchase must be for \$1,500 or less. For purchases over \$1,500, a WrightBuy Requisition must be made. Typically, the credit card is used to pay for:

- Hotels on eligible club trips
- Rental cars on eligible club trips – *Charter buses must be completed through WrightBuy*
- Gas – for rental cars only – NOT ELIGIBLE FOR PERSONAL CARS
- Uniforms/Equipment (University Property)
- League/Conference Dues

Examples of ineligible purchases

The card may not be used for any personal use, such as:

- Food of any kind
- Gifts of any kind
- Awards of any kind
- Gas – for personal cars (even if it's for a club trip)
- T-Shirts, uniforms or apparel that the individual will keep

Article 3. WrightBuy Requisition

For purchases being made that are over \$1,500 a requisition must be requested. The request must be completed with 30 days of advanced notice or Wright State funds could be unavailable for use. To complete a requisition, please follow the following steps:

1. Contact the Club Sports Program Manager
2. Submit official quote from vendor
3. If funding is approved, Club Sports Program Manager will submit to Business Manager for processing
4. Once service or product is received, notify the Club Sports Program Manager
5. Submit itemized invoice or receipt to the Club Sports Program Manager

Article 4. Missing Card

In the event that a credit card goes missing or is stolen, the user must contact the Club Sports Program Manager ***immediately***. The card shall be cancelled ***immediately*** and the Business Manager shall be notified.

Article 5. Missing Receipts

In the event the original receipt goes missing, the user must contact the place where the purchase was made and obtain another receipt. The process must be completed within 5 business days of the date the card was agreed to be returned.

Failure to comply with any of the aforementioned rules and regulations will result in, but not limited to, any of the following:

- Loss of funds from SOBC/CSC
 - o Fees could also be incurred by the clubs for unreturned cards, receipts, ineligible purchases, etc.
- Loss of future use of the credit card
- Loss of practice time
- Loss of permission to travel
- Loss of permission to compete

Section 12. Club Conduct

Anti-Hazing Policy

Wright State University recognizes that membership in teams; organizations or groups can significantly enhance the learning and growth experiences of university students. In addition, the University is committed to cultivating a community that fosters respect for the dignity and rights of all its members.

As such, the University is committed to building character and leadership skills where there is no place for abusive behavior, harassment, or assault. Group loyalty and unity is built on trust and mutual respect. Hazing is an abuse of power and relationships, and its purpose is to demean others. Therefore, Wright State University will not tolerate hazing by any members of the University Community.

Members of the University Community refers to the University's faculty, staff, students, volunteers, coaches, organizations, groups, teams, alumni, parents, and visitors.

Hazing in any form is prohibit. This policy applies to all members of the University Community and applied to behavior that occurs on or off the University property, regardless of the person's willingness to participate. Wright State University's Hazing Policy is in compliance with the Ohio Law – Revised Code 2903.31, and further defines and outlines what is expected from all members of the University Community.

Hazing means any action or situation created by a member of the University Community against another member of the University Community for the purpose of joining, maintaining membership or holding office within a group or organization that:

1. Violates state or federal law
2. Intentionally or unintentionally endangers an individual – mentally, physically or emotionally
3. Is humiliating or degrading; or
4. Unreasonably interferes with scholastic or employment activities

Hazing occurs regardless of the individual's willingness to participate. This policy applies to behavior that occurs either on or off campus. Actions and situations outside the normal scope of the organization that may constitute hazing include, but are not limited to, the following:

- Paddling in any form
 - Forced consumption of food, alcohol, or drugs
 - Creation of excessive fatigue
 - Forced altering of physical appearance, i.e. head or eyebrow shaving, branding, etc.
 - Forced wearing of apparel which is conspicuous and not normally in good taste
- Anti-Hazing Policy continued*
- Degrading or humiliating games and activities
 - Sleep or food deprivation
 - Unreasonable exposure to weather
 - Kidnapping or abandonment
 - Line-ups and/or berating
 - Undue interference with academic pursuits (i.e. late hours or numerous required activities that interfere with class time and studying)
 - Expectation of participation in activities that are illegal, lewd or in violation of University Policy

If you, your organization, or any other member of the University Community has questions about the policy and/or the interpretation of the policy, please contact the Office of Student Involvement & Leadership in 016 Student Union.

See the Student Handbook under the Anti-Hazing Policy: <https://www.wright.edu/student-handbook/student-organizations-policies-and-procedures/anti-hazing-policy>

Section 13. Discipline

Each club within Wright State University Club Sports program is student run and under the administration and guidance of the Club Sports Administration. Every club member, coach/instructor, and advisor are responsible for the knowledge of and adherence to the policies set forth by this manual. Each club may be accountable for the University Code of Conduct.

Article 1. Types of Non-Compliance

Administrative Non-Compliance

1. Administrative non-compliance includes, but is not limited to, the following:
 - a. Fail to complete re-registration with Office of Student Involvement & Leadership (SIL)
 - b. Fail to complete activation
 - c. Fail to attend meetings or officer trainings
 - d. Falsify travel-related documents
 - e. Mishandle injury reports
 - f. Fail to fill out and/or submit accident/injury reports
 - g. Fail to complete required paperwork

Behavioral non-compliance:

2. Any behavioral violations by the club or individual(s) of State Law, Federal Law, University Policy, or Club Sports Guidelines may result in a disciplinary hearing with the Club Sports Office. Depending on the severity of the violation, the following may result immediately: probation, suspension, or expulsion, as well as judicial referral. In addition to the aforementioned repercussions, the Club Sports Office may take additional action according to the nature of the violation. Non-compliance includes, but is not limited to, the following:

Level 1 Behavioral Non-Compliance:

- a. Travel without prior approval
- b. Practice without prior approval
- c. Put the club into financial debt
- d. Pay coaches, instructors, official, etc. out of pocket
- e. Destruction of property
- f. Misappropriation of funds
- g. Conduct with negatively reflects upon Wright State University and/or the club
- h. Failure to complete the minimum safety requirement(s) by deadlines

Level 2 Behavioral Non-Compliance:

- c. Alcohol, marijuana and/or drug use
- d. Hazing
- e. Assault of any type
- f. Mishandle injuries
- g. Conduct which severely reflects negatively upon Wright State University

For any situations involving infractions of both Level 1 and Level 2 Behavioral Non-Compliance, the disciplinary sanction will be determined by the Club Sports Office and could be referred to Student Conduct and/or WSU PD.

Article 2. Member Conduct

As students of Wright State University, Club Sport Members have an obligation to conduct themselves and their organization in a manner that supports and reflects the University's mission as an education institution. Club Sport Members are expected to act in a mature and responsible manner both on and off campus and especially while participating in club-related activities or in times they are perceived to be a member of a Club Sport. Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities, would jeopardize the club/s continued status as a recognized club sport. Furthermore, Club Sport Members who participate in any inappropriate activity that violates the Code of Conduct, University policies, campus regulations, or state or federal laws will be subject to conduct action by the appropriate legal authorities.

Club Sport Sanctions

Article 3. Club Sport Sanctions

Should a club commit an infraction, the following measures may be taken:

1. Initial Hold: Clubs on initial suspension will lose access to their funds, all practice and game privileges, and will not be eligible to resume activity until the issue which caused the initial suspension is resolved. The Club Sports Office will inform all of the club's officers once that club has been placed on an initial suspension.
 - a. Administrative Non-Compliance
 - i. Any incident of administrative non-compliance will result in initial suspension until the issue is corrected
 - ii. Following correction, the club will be notified of one of the following: full reinstatement, Probation, Partial Suspension, Full Suspension, or Expulsion
 - iii. The disciplinary sanction will be determined by the Club Sports Office
 1. The sanctions outline below are the minimum sanctions for the listed infractions. More strict sanctions could be imposed.
 - b. Behavioral Non-Compliance Levels 1 and 2
 - i. Any incident of behavioral non-compliance will result in initial suspension until an investigation and ruling have been made
 - ii. Following investigation of the incident that caused the initial suspension, the club may be subject to one of the following: full reinstatement, Probation, Partial Suspension, Full Suspension, Expulsion
 - iii. The disciplinary sanction will be determined by the Club Sports Office

NOTE: A team may not remain on the initial hold for more than 30 business days. If, after 30 business days, the team has not fulfilled a requirement to remove them from the initial hold, the initial hold will transition to a Full Suspension with the opportunity to appeal.

2. Probation: a disciplinary warning to the club that their behavior has fallen below the Club Sports Program's requirement for compliance. If a club commits another offense while on probation, they will be subject to further disciplinary actions based on the offense. The Club Sports Office

will inform all of the club's officers once that club has been placed on probation. Any of the following will result in a club being placed on probation

- a. Administrative Non-Compliance
 - i. For a first offense (not currently on probation), a club will be placed on probation for one academic semester* beyond the semester in which the issues were resolved
 - ii. For a second or third offense (a club is currently on probation), the term of the club's probation will be extended for an additional academic semester* beyond the previously stated end date
 - iii. The disciplinary recommendation will be determined by the Club Sports Office
- b. Behavioral Non-Compliance
 - i. For a first offense, a club will be placed on probation for two academic semesters*

*The Club Sports Office does not consider spring/summer semester to be an academic semester for the purposes of probation. Once a team's term of probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.

3. Partial Suspension: Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended. Such a suspension will be related to the infraction. The Club Sports Office will inform all of the club's officers once that club has been placed on partial suspension. At the conclusion of the partial suspension period, the club will be placed on probation for up to two full academic semesters. The full probationary term will be served by the club once the partial suspension ends. The following may result in a partial suspension:
 - a. Administrative Non-Compliance
 - i. For all administrative non-compliant offenses, the club may be suspended from the related activity. The disciplinary sanction will be determined by the Club Sports Office and/or the Club Sports Council
 - b. Behavioral Non-Compliance Level 1
 - i. For a travel-related offense, a club may be placed on a travel suspension
 - ii. For a home-event related offense, a club may be suspended from hosting home events
 - iii. For a practice-related offense, a club may be suspended from practicing
 - iv. For a first offense, a club may be placed on a partial suspension
 - c. Behavioral Non-Compliance Level 2
 - i. The disciplinary sanction will be determined by the Club Sports Office
4. Full Suspension: Clubs on a full suspension will lose access to their funds, Wright State facilities, and will no longer be able to practice or compete until their suspension is complete. The Club Sports Office will inform all of the club's officers (and advisor if applicable), once that club has been placed on full suspension. At the conclusion of the full suspension period, the club will be placed on probation for up to four full academic semesters*. The full probationary term will be served by the club once the full suspension ends.
5. Expulsion: any club that is expelled from the Club Sports program will completely lose all funds, lose access to facilities and fields, and may be referred to the Dean of Students Office (Student

Conduct) and Wright State Police if applicable. Wright State University will not recognize an expelled club as a club sport. Any club that has been expelled will not be eligible for reinstatement for a period of at least one full academic year.

- a. Any one offense in violation of State Law, Federal Law, University Policy, or Club Sports Policy that is deemed so egregious that it warrants immediate expulsion (ex. Hazing, discrimination, alcohol, marijuana or drug abuse, or malicious destruction of private property).

The following are specifically outlined behaviors/actions that warrant club sanctions (at minimum):

Infraction	Individual Sanctions	Team Sanctions
Failure to complete/submit player forms	No practice or games	\$5 per day per delinquent member
Failure to submit roster form		No practice or games
Failure to submit travel form in time*		1 st offense - \$25 fine 2 nd offense - \$50 fine 3 rd offense - \$75 fine
Unauthorized competition or travel -Participating in competition without notification and/or submitting and approved proper travel forms		1 st offense - \$50 2 nd offense - \$100 3 rd offense - \$150
Reports of poor sportsmanship and/or poor attitude	Team disciplinary guidelines	At the discretion of Club Sports Program Manager: 1. \$50 fine and club probation 2. \$100 fine, club probation and suspension of game, match, and/or tournament
Consumption of alcohol/marijuana/illegal drugs		1. \$100 fine per person per incident and referral to Student Conduct 2. Club Council disciplinary hearing and referral to Student Conduct
No current student participant representation at Club Sports Council meeting		1 st offense – \$25 fine 2 nd offense – \$100 fine suspension/meeting with Club Sports Program Manager 3 rd offense – \$200 fine and suspension/meeting with Club Sports Program Manager
Failure to complete end of the season competition reports		\$25 fine
Leaving equipment out or not cleaning up after practices/competitions		1 st offense – warning 2 nd offense - \$25 fine OR loss of practice 3 rd offense – Loss of practice and must checkout all equipment for remainder of academic year

*Club may opt to not travel and avoid paying the fine.

The Club Sports Program Manager has the right to override any decision made by the Club Sports Council. Should discipline that is not listed need dealt with, the Club Sports Program Manager along with the Associate Athletic Director will do so as needed.

Article 4. Appeal Process

The Club Sports Office will make initial decisions regarding disciplinary actions. Results will be distributed in writing to the club officers within two (2) business days of the Club Sports Office learning of the incident or realizing there is an issue that needs to be addressed. Following the initial hold sanction notification, the Club Sports Office will make a ruling for serious disciplinary actions. The initial ruling for these serious disciplinary actions will then be emailed to the club's officers within ten (10) business days of the initial hold sanction notification.

A club that wishes to appeal any disciplinary decision set forth by the Club Sports Office must do so within five business days of the initial ruling. Appeals must be made in writing and sent to the Club Sports Program Manager.

The Club Sports Office will hold an appeal hearing, which will take place within ten (10) business days of the Club Sports Office receipt of the appeal notification. The club will be invited to participate in the appeal hearing and can send up to five members to the hearing. The Club Sports Office will review the items presented and discussed at the appeal hearing and may adjust the recommended sanction or keep the original sanction placed on the club and will notify the club officers within five (5) business days of the appeals hearing.

Appendix A. Officer Position Descriptions

Club Sports present a great opportunity for students to develop leadership, organizational and administrative skills. Club Sports are completely student organized and their success or failure is directly related to the effectiveness of the officers selected to oversee the club's operations. It is recommended that students do not serve in the same leadership positions in other club sport organizations within the same academic year. Although specific duties of each position will be spelled out in each club's constitution, below are general guidelines for club officers:

Article 1. Club President(s) (Required for all club sport organizations):

The president is the chief officer for the club sport organization. S/he is the primary contact and coordinator of all club sport organization activities. As such, his/her duties include:

1. Ensure the club is re-registered with the Office of Student Involvement & Leadership by the deadline
2. Completing the Club Sports Officers' Training Session
3. Reading and understanding the Club Sports Handbook
4. Enforces and adheres to policies and regulations as outlined in this handbook, the club constitution, and all other University policies that may be applicable.
5. Remaining knowledgeable of the club sport organization's financial status
6. Ensuring club sport organization is up to date on all requirements set by the Club Sports Office and Office of Student Involvement & Leadership
7. Ensuring that all club members have submitted and have approved player participant forms
8. Understanding the services available to the club sport organization from the Club Sport Office

9. Notifying the Club Sports Office of changes (or anticipated changes) in leadership within the club sport organization
10. Periodically meeting with the Club Sports Program Manager
11. Promoting good sportsmanship on and off the field
12. Implementing proper disciplinary action procedures when necessary (in consultation with Club Sports Office)
13. Holding monthly meetings with club sports organization officers and semester meetings with the club sport organization members
14. Submitting semester practice requests by the designated deadlines
15. Submitting all forms for and coordinating all home events and seminars
16. Serves as representative to Club Sports Advisory Council (the president may select another club member to serve in this capacity)

Article 2. Vice President (Required for all club sport organizations)

The Vice President shall fill in for the President when necessary. Additional responsibilities shall be assigned by the club sport organization.

1. Completing the Club Sports Officers' Training Session
2. Presides over club business in the absence of the president
3. Assists the president with his/her duties
4. Promoting good sportsmanship on and off the field

Article 3. Treasurer (Required for all club sport organizations)

The Treasurer is the chief financial officer of the club sport organization. As such, his/her duties include:

1. Understanding the policies and procedures for processing all financial requests
2. Understanding the policies and procedures for all club accounts
3. Submitting financial requests and accompanying invoices, receipts, and/or equipment purchase requests
4. Collecting member dues in a timely manner
5. Submitting all forms, coordinating all purchases, and financial transactions
6. Assists the president in preparing an annual budget request
7. Maintains detailed records of all financial activities and transactions
8. Promoting good sportsmanship on and off the field

Article 4. Secretary (optional for all club sport organizations)

The Secretary is the chief record keeper for the club sport organization. As such, his/her duties include:

1. Records and circulates meeting minutes
2. Notifying club members (via email and/or phone) of all upcoming meetings, events, etc.
3. Submitting all forms for and coordinating requests for apparel, equipment, and merchandise
4. Develops and circulates publicity for club activities (all publicity materials must be approved by the Club Sports Office)
5. Maintains and updates membership lists
6. Promotes and practices good sportsmanship on and off the field

- *If a Club Sports Officer does not adequately fulfill their required duties, that officer may be removed from their position by the team members, by the Club Sports Council, or by the Club Sports Office*

- *If a Club Sports Officer also holds a position on the Club Sports Council and is removed from their individual team position, their representation on Club Sports Council will also be terminated*

Article 5. Safety Officers

All club sport organizations must have at least two student Safety Officers. Coaches may not be included as safety officers.

Safety Officer responsibility include:

1. Possessing valid CPR/First Aid/AED certifications from an approved organization
 - a. *Certifications are accepted from America Red Cross and American Heart Association provided those courses are completed in an in-person or blended format. Any safety officer wishing to be certified by another organization must be granted approval by the Club Sports Office, who will review the organization's standards and make a decision.*
 - b. *CPR/FA/AED certifications must remain current throughout the entirety of the academic year (Aug through May)*
2. Attend club sport practices, competitions, and activities – home and away
3. Checking the safety of facilities and equipment before allowing members to participate
4. Attending to injured participants in a manner consistent with their level of first-aid training
5. Completing incident/accident report forms for all accidents, regardless of severity and returning it to the Club Sports Office by 5pm the following business day. NOTE: Clubs who practice/compete in Wright State facilities that have a Staff Member present when an injury occurs are not required to complete the paper form
6. Calling 911 or Wright State Police (937) 775-2111 when necessary

Article 6. Coach/Instructor

Club sport organizations may choose to seek the assistance of a coach/instructor. Coaches/instructors should be experienced and knowledgeable in the sport or activity. Coaches/instructors may serve in a voluntary or paid capacity.

The Club Sports Office has an obligation to protect all clubs. As a result, the Club Sports Office reserves the right to dismiss a Coach or Instructor who has acted outside the scope of his/her authority, violated university and/or Club Sports policy, violated state or federal laws, and/or displayed conduct which is not in the best interest of the club, Club Sports program, and/or Wright State University. This includes conduct that is in direct contradiction of the Wright State Athletics Mission Statement.

In order for a coach to be approved, the following must occur:

1. All non-student coaches are required to complete and pass a background check before interacting with the team in any capacity
2. Coach/Instructor must complete the Code of Conduct form
3. The Code of Conduct form must be signed by the club leadership

Coach/Instructor responsibilities shall include the following:

1. Possess valid CPR/FA/AED certification from approved organization (optional)
2. Planning and conducting practices
3. Instructing participants on proper technique for the particular activity
4. Planning and implementing contest strategy

5. Ensuring safety of participants
6. **Coach/Instructors cannot also serve as a University Advisor for the club**
7. **Coach/Instructors shall not do any administrative tasks for the club**

Appendix B. Allocation Funding Criteria, Formula, & Processes

The purpose of the following criteria and procedures is to assure that all club sport organizations receive equitable treatment in the allocation of Club Sport funds. The procedures are to be followed by club sport organizations in requesting allocation funds, and by the Club Sports Office staff members in determining allocations. These procedures are intended to assure complete exchange of all relevant information between club sport organizations and the Club Sports Office in an orderly fashion.

Article 1. Club Sport Competitive/Recreational Club Differences

The following table lays out the differences between “Competitive” and “Recreational” Clubs.

	Competitive	Recreational
Eligible For Funding	Yes	No; eligible for special funding request (i.e. uniforms)
Physicals	Yes	No**
Player Forms	Yes	Yes
Fundraisers	Yes, 2 per year	Yes, 1 per year
Community Service	Yes, 1 team event per year	No
Photographer	Yes, Council will cover 1 home game request per year in addition to media day	Media Day only
Athletic Training Services	Yes, all home matches	No, must fund AT if one is required for home event
Charge Dues	Yes, in addition to \$15 council fee	\$15 council fee is all that is required
Attendance at Monthly Council Meetings	Yes	Yes

Recreational clubs are not eligible for funding but may submit a special funding request for assistance with items necessary to club operation such as uniforms. These requests will not be guaranteed to be fulfilled.

Teams that fall under the “competitive” category must also do one (1) community service event per year, where 75% of the team must be in attendance to be counted.

NOTE: Clubs that do not compete can request to be in the competitive category, but clubs that do compete will automatically fall into the competitive category

***Clubs that are deemed high risk may be required to complete physicals.*

Article 2. Procedures

1. Each club sport organization will prepare an Allocation Request Form to include income and expenses from the current year and projected income and expenses for the following year. An explanation and justification for the requested information is outlined below
2. The Club Sports Office will establish a deadline for submitting requests and will not consider forms turned in after the stated deadline
3. The Club Sports Office staff will meet and review all Allocation Request forms and may request additional information to answer questions about their form

Article 3. Budgets

1. Allocation Request Forms should be an accurate numerical representation of all a club's expenses and revenues. Revenues may include dues, donations, and financial gifts. Expenses should be broken down generally by account and include travel, equipment, instruction, facilities, and officiating. This form should be itemized to the extent that the nature of all income expenditures is clear
2. Current year forms shall include descriptions of all income (allocation, self-generated funds, etc.) and projected expenditures in both allocation and ASA accounts
 - a. Request should be estimated as accurately as possible, based on a club's plans and projected reasonable expenses and revenue. No attempt should be made to underestimate or exaggerate requests

Article 4. Justification of Expenses

These areas should constitute the main body of a club's proposal and should be the initial area of consideration, keeping in mind at all times the goals of the club sport organization involved and of the overall Club Sports Program.

1. Travel
 - a. Travel is defined as the use by a club of facilities other than those customarily used
 - b. A club should justify its travel, for instance, as a way of obtaining competition on its own level of ability
 - c. Hence, a consideration in supporting travel is whether the same competition can be obtained closer to home
 - d. Clubs should attempt to combine matches in on geographical area to a single trip, for example, several competitors may be located in the Columbus area
 - e. Clubs should give financial support only for the minimum number of players needed to compete on the road, for example, the number to play, plus necessary substitutes
 - f. All expenses, including food, gas, and lodging, should be fully explained and should be based on the minimum number traveling as noted above
2. Equipment
 - a. Financial support should be given only for equipment which is retained for permanent club use and which is used only during club activities. This is to include individual equipment (e.g., uniforms) which is necessary for club activities, but which the individual member would not otherwise be expected to have
 - b. Expenses should be itemized and considered in relation to the club's current equipment and its necessary maintenance or replacement

3. Facilities and Officiating
 - a. A club requiring expenses for facilities or officiating should give a detailed explanation, such as the number of officials per match, the number of matches requiring officials, or the cost per match
4. Fundraising
 - a. In many cases, a club sport organization’s allocation funds fall short of its needs. Therefore, clubs are expected to engage in fundraising activities. Accordingly, the following approach to fundraising has been established
 - i. In detailing the current year’s financial activities, club sport organizations should list and explain any fundraising activities undertaken in the current academic year or projected to be undertaken prior to the completion of the current academic year
 - ii. In projecting the upcoming year, club sport organizations should list and explain any fundraising activities projected to take place between the end of the current academic year and the end of the upcoming academic year

Article 5. Criteria

1. Allocation Request Forms should be written and reviewed based on the Allocation criteria, which include the following categories:
 - a. Explanation and justification of budgets; and
 - b. The nature of expenses; and
 - c. The performance of club’s duties as outlined for each category
2. Club Sport organizations must meet the following requirements to be eligible to receive Allocation funds
 - a. Must have been a recognized club sport organization since at least January of the current academic year
 - b. Must be “active” as defined under annual activation requirements
 - c. Must fall under the competitive category* during the previous academic year
 - d. Must be and remain in ‘good standing’ with the Club Sports Office and SIL

**Exception: a recreational club be requesting a special request such as uniforms.*

Article 6. Allocation

For each club sport that is eligible for Allocation funds and submits an Allocation Request Form:

1. The Allocation request form is initially reviewed by the members of the Club Sports Office. The Club Sports Office may request additional information from Club Officers about their form
2. Upon receiving answers to any outlined questions, the Club Sports Staff will make determinations as to amounts for each club.

Appendix C. Emergency Contact Information

Club Sports Office/Staff

Jake Wells Club Sports Program Manager	937-775-2448	Jake.wells@wright.edu
Kristina White Club Sports Council President	-	
Kenton Deaton Club Sports Council Treasurer	-	

Important/Emergency Numbers:

Wright State Police	937-775-2111
Off Campus Emergency	911
Office of Campus Recreation	x5505
Nutter Center Open Recreation	x4702

Appendix D. Sports Club Council Organizational Structure

Section 1. Club Sports Executive Board

The Executive Board shall consist of the following two (2) paid positions:

The Club Sports President who shall:

1. Preside over all Club Sport Council (CSC)
2. Schedule, plan, and execute CSC meetings;
3. Assist the Club Sports President and Club Sports Program Manager in reviewing and approve pending player forms for Club Sports
4. Act as a liaison between Athletics and Club Sports;
5. Serve as main contact person for all Club Sport Officers;
6. Attend other individual Club Sport meetings as possible;
7. Act as main contact between outside organizations and Club Sports/Club Sports Council;
8. Alert the Club Sports within CSC of WSU activities;
9. Organize Club Sport Council events;
10. Stay current with university club sport trends;
11. Assist in the creation of new club sports;
12. Set up fundraisers and act as liaison (or by delegation) for large fundraising events when needed;
13. Assist in maintaining and updating the Club Sports Manual;
14. Advise Club Sport leaders of trainings required by the university;
15. Attend additional training sessions and opportunities;
16. Support the Club Sports Treasurer in the coordination of budget requests from the Club Sports on an annual and quarterly basis;
17. Assist the Club Sports Advisor and Club Sports Treasurer with the creation and continuous review of the budget;
18. Stay current with WSU Student Government;
19. Assist Advisor and Club Sports Treasurer with application of fiscal duties.
20. Represent CSC at various Club Sport and University wide activities;
21. Aide in enforcement of Wright State University, Club Sport Council, and Student Activities policies and procedures;
22. Hold club specific semesterly meetings in conjunction with the Club Sports Treasurer;
23. Assist the Club Sports Program Manager with other duties as assigned

The Club Sports Treasurer who shall:

1. Monitor the Club Sport Council (CSC) account;
2. Coordinate and track the use of allocated funds given to Club Sports via Engage weekly;

3. Coordinate the completion of the travel forms (comment good to go for pre-approvals);
4. Assist the Club Sports President and Club Sports Program Manager in reviewing and approve pending player forms for Club Sports
5. Collect and submit the receipts and coaches contracts from Club Sports;
6. Assist the Club Sports President with scheduling, planning, and executing monthly CSC meetings;
7. Notify and assist Club Sports with any fundraising opportunities;
8. Coordinate budget requests on an annual and quarterly basis;
9. Create and update Club Sport forms and manuals;
10. Attend all Club Sports Council and CSC Executive Board meetings;
11. Take minutes at all Club Sports Council meetings and distribute such to club sports or in the alternative make them available;
12. Keep all Club Sports officer information current;
13. Make any necessary phone calls to Club Sports members/officers;
14. Create packets, information folders, etc. as needed;
15. Schedule meetings and the necessary meeting rooms;
16. Maintain and update current club sports files;
17. Represent CSC at various Club Sport and University events;
18. Support the Club Sports Program Manager with creation of new Club Sports;
19. Assist the Club Sports President with any duties as needed;
20. Assist the Club Sports Program Manager with other duties as assigned

Appendix E. Club Sport Activity Codes

Active		Not Active	
Sport Club	Activity Codes		
Basketball - Men	BK	Badminton	BM
Bowling – Men	BW	Baseball	BB
Climbing	CL	Cricket	CK
Club Cheerleading	YL	Gymnastics	GM
Competitive Cheer	CC	Lacrosse – Men	LM
Competitive Dance	CD	Lacrosse – Women	LW
Fencing	FE	Rugby – Men	RM
Football	FB	Rugby – Women	RW
MMA	KB	Ski/Snowboard	SK
Soccer – Men	SM	Swimming	SG
Soccer – Women	SW	Wrestling	WR
Table Tennis	TT		
Ultimate Frisbee	UF		
Volleyball – Men	VM		
Volleyball – Women	VW		
Softball	SB		