



Club Sports Handbook
2021-2022

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Club Sports Introduction

The West Virginia University Club Sports Program consists of registered student organizations within the office of Student Engagement and Leadership and are overseen by the Campus Recreation Department. The Club Sports Program complements the University's intercollegiate athletic programs, Intramural Sport activities, and Physical Education Course offerings. The Club Sports Program is administered by professional and student staff members within the Campus Recreation department and student volunteers with the Sports Club Federation.

Each club is formed, developed, governed and administered by the student membership of that particular club, working in conjunction with the Competitive Sports office. The key to the success of this program is student leadership, interest, involvement and participation.

Each club is responsible for assuming leadership activities including but not limited to scheduling, fiscal management, and, ensuring compliance with all rules of the WVU Student Code of Conduct.

This manual has been prepared to assist clubs in the administration of their program and is designed to serve as a resource. The student officers of each Club Sport are expected to become familiar with both handbooks.

Situations involving club sport business or any activities that are not covered in either of these handbooks should be referred to and discussed with the Competitive Sports Office. Information in the Club Sports Handbook is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2019-2020 academic year shall be deemed official even though not printed in this publication. Club Sports will be officially notified of any policy changes/additions via email and an updated copy of this manual will be posted on the Club Sports page of the departmental web site and the WVUENGAGE system.

Club officers are held accountable for understanding and adhering to the policies and procedures outlined in this handbook, and for educating their members appropriately. Please contact the Competitive Sports Staff if you have questions.

WVU Campus Recreation

Mission

WVU Campus Recreation Aims to provide exceptional recreation, wellness, and education opportunities that meet the needs of West Virginia University and the surrounding community.

Competitive Sports Administration

The Associate Director, Coordinators, and Graduate Assistants for Competitive Sports are the primary contacts for all Club Sports. Prior approval of club activities including but not limited to travel, planning events, budget expenditures, and facility reservations must go through the staff first. The staff is available for consultation regarding any aspect of your organization.

The Competitive Sports Staff can assist you with many services/benefits which may include but are not limited to the following:

- Program advising and leadership development
- Budget Preparation and presentation
- Equipment purchase advising
- Facility scheduling for practice and competition
- Team travel logistics and reimbursement
- Tournament planning
- Team building
- Communication
- Problem solving

It is the responsibility of the student officers to seek the assistance of the Competitive Sports Staff regarding any club issues in question. Club officers can visit the Competitive Sports Staff during scheduled office hours in the Competitive Sports office or can schedule an appointment with their contacts to assure needed attention is provided.

Please call or email club.sports@mail.wvu.edu at least twenty-four hours in advance to make an appointment.

The Competitive Sports staff encourages club officers to seek advice, guidance and support from the staff.

The staff is comprised of the following individuals:

Chris Schmoltdt: Associate Director

Michael Brito: Competitive Sports Coordinator

Gracelyn Jones: Competitive Sports Graduate Assistant

Travis Jecks: Competitive Sports Graduate Assistant

Each club will be assigned a primary contact that will work with them on day-to-day functions, questions, and needs. This contact can be reached through both the club.sports@mail.wvu.edu email address as well as their WVU email address for Club Sport questions and requests.

2020-2021 Active Clubs

Airsoft	Equestrian (Western)	Lacrosse (M)	Soccer (W)
Baseball	Fencing	Lacrosse (W)	Softball
Badminton	Field Hockey	Outdoor Adventure	Swim
Bowling	Figure Skating	Paintball	Tennis
Boxing	Fishing	Powerlifting	Track
Climbing	Golf	Quidditch	Ultimate Frisbee (M)
Competitive Cheer	Gymnastics	Roller Vixens	Ultimate Frisbee (W)
Cricket	Handball	Rowing	Volleyball (M)
Cycling	Hip Hop	Rugby (M)	Volleyball (W)
Dance	Ice Hockey – D1	Rugby (W)	Water Ski and Wakeboard
Dodgeball	Ice Hockey- D2	Ski Team	Weightlifting
Equestrian (English)	Ice Hockey (W)	Soccer (M)	

Policies and Procedures

Standard of Conduct

Participants in the Club Sports program and Campus Recreation department must adhere to the West Virginia University Code of Conduct. Club Members are expected to uphold these principles maturely and responsibly for both on and off campus club events. University conduct regulations apply to clubs and their members at all activities regardless of location. Violations will be sent to the Office of Student Conduct. Any Sport Club subjected to disciplinary actions from the Office of Student Conduct may also receive sanctions from the Competitive Sports Office.

Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event/facility staff. When involved in off-campus events or when travelling, be aware that you are still a representative of WVU.

Club Sports members are expected to have read and understood the Code of Conduct, which can be found at: <https://eberly.wvu.edu/files/d/6fb93b3a-e81c-4aee-9b56-ab92fc88356f/student-code-of-conduct.pdf>

As a member of the WVU Competitive Sports Program, each Club Sport has the obligation to gain the approval of the Competitive Sports Office prior to acting on items, issues, or ideas that are not covered in this manual. If a club chooses to act independently, they risk losing WVU Club Sports affiliation and the WVU Campus Recreation sponsorship. **Club social events are not sponsored by Campus Recreation and must NOT be advertised as part of the club's official activities.**

Requirements for Active Clubs

Active clubs must meet the following minimum requirements each academic year:

- Register/ Re-register as an organization with the department of Student Engagement and Leadership.
- Must be up-to-date on all paperwork with an accurate club roster on file in the Competitive Sports Office and on WVUENGAGE.
- Regular ongoing activity during the fall and spring semesters.
- Must be student-led and have guidance from a WVU faculty/staff advisor.
- Maintain contact with the Competitive Sports Staff and keep club members informed of changes in the Club Sports Program policy. Representatives are responsible for giving the Competitive Sports Staff appropriate contact information (name, phone number, and email) for the club.

Membership Eligibility

Membership in a West Virginia University recognized club sports are for full and part-time students, faculty and staff, as well as community members. Intercollegiate athletes may not compete on a club sports in the same academic year that they are listed as a varsity athlete.

West Virginia University does not discriminate on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. The Competitive Sports program celebrates the transgender student population among its participants. Through the guiding policies of NIRSA we empower students to participate in club sports teams based on one's gender identity, regardless of medical treatment. While West

Virginia University does not restrict participation based on gender, the national governing bodies of various clubs may have additional policies on gender participation that differ from WVU. These restrictions should be taken into consideration before participating in a club sport. Questions about national governing body restrictions should be directed to the president of the club. The president should be familiar with any policies that their national governing body has or should be proactive in seeking out that information if requested.

Club Sports must be comprised of at least 60% students. This allows for 40% of the club's membership to be comprised of faculty, staff, community members, etc. All members are required to bring a photo ID to all club events, both on and off campus. Individuals who do not have their ID card may be prohibited from participating with the club until the card can be produced.

Only student members are eligible to hold leadership positions with club sports. Elected officers must have a minimum 2.50 grade point average.

If you have any specific questions or concerns with WVU policies, please feel free to contact the Competitive Sports Office. All information about an individual (personal information, medical information, gender identity, etc.) shall be maintained confidentially and in accordance with state, local, and federal privacy laws. Competitive Sports strives to be accessible to all individuals. If special accommodations for facilities, programs, or activities are required, please contact us at club.sports@mail.wvu.edu.

Requesting Club Sports Affiliation

Prospective Clubs must first complete the required steps through the Office of Student Engagement and Leadership before being eligible to join the Club Sport program. The following link refers to the application to become a registered student organization at WVU: <https://wvuengage.wvu.edu/organizations>

Student organizations desiring Club Sports affiliation can apply in the spring semester for affiliation in the upcoming academic year. Applications are due before spring break. Decisions are made on a year by year basis.

The requesting organization must have goals and objectives that align with the Club Sports mission and meet the following criteria:

1. Must be a registered student organization in good standing with the Office of Student Engagement and Leadership for at least one year prior to applying for Club Sport affiliation (with proof of status).
2. Student interest is demonstrated in the club by membership of 10 active members or the minimum number of members (over 10) needed to participate in the activity.
3. Must demonstrate leadership transition beyond founding members.
4. Have a Regional, National, and/or International Governing Body for the sport.
5. Maintain financial stability.
6. Operate with a yearly (July/August-June) operating budget – upon meeting all minimum requirements.

In addition to the steps outlined at the link above, prospective club sports will need to complete the following process through the Competitive Sports Program:

1. Submit a written proposal to the Competitive Sports Administration requesting the formation of a Club Sport and include the following items:

- a. Introduction about the club (History of the organization, description of the sport, purpose of the organization, uniqueness and sustainability, accomplishments).
 - b. Short-term and long-term goals and objectives of the club.
 - c. Needs of the club (Facility space, budget, administration, etc.).
 - d. List of interested people including their respective email addresses.
 - e. Proof of registration with the Office of Student Engagement and Leadership.
 - f. A copy of constitution and bylaws.
 - g. List of elected officers (name, title, contact).
 - h. Emergency Action Plan
2. Once these items have been submitted to the Administration, a date will be scheduled for the interested group to present to the Competitive Sports Staff and Sports Club Federation Executive Board. Presentations are typically held one time in the spring semester. The presentation should be 10-15 minutes in length and include plans for the long-term growth of the club, planned sources of income, facilities, leagues/affiliates and, a plan for risk management.
3. The Sports Club Federation Executive Board will review and make a recommendation regarding the requesting student organization. Initial decisions about approval of new Club Sports will be made first by the Executive Board, then the Administration will consult with the Associate Director. The Competitive Sports Staff will inform the club of the decision that is made regarding the club's status with the program.

Affiliation Policy

Once a registered student organization has been granted Club Sport status, it will enter a one-year probationary period. During this period the club must complete these requirements:

1. Attend all mandatory meetings.
2. Abide by all policies set by Competitive Sports, Campus Recreation, and the Office of Student Engagement and Leadership
3. Submit club rosters, membership, and waiver forms as received and updated.
4. Meet all administrative deadlines (Coaching/Instructor Agreements, Community Service Agreements, Budget Proposals, Travel Authorizations, etc.).
5. Be financially self-reliant and continue operating in such a capacity. Funding does not become available until after the conclusion of the one-year probation period.

Hazing Prevention

Hazing is defined as any situation which (1) endangers or adversely affects the mental or physical health or safety of another person or persons; (2) would cause extreme embarrassment or adversely affect the dignity of another person or persons; or (3) causes another person or persons to destroy or remove public or private property. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating,

branding, forced consumption of any food, alcohol, drug or other substance, any activity which would subject an individual or individuals to extreme mental stress, such as sleep deprivation or forced exclusion from social contact. Hazing with or without the consent of a student is prohibited. Initiations or activities of student organizations are prohibited from including any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline. Any student who knowingly witnesses or acquiesces in the presence of hazing is also subject to discipline.

More information can be found regarding the hazing policy here:

<https://greeklife.wvu.edu/members/report-hazing>

If hazing does occur all members of the Club Sports community are strongly encouraged to report it promptly to the Competitive Sports staff or the WVU Office of Student Conduct.

Non-Discrimination, Harassment, and Student Sexual Misconduct Policy

West Virginia University is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This Policy sets forth how discrimination, harassment, sexual and domestic misconduct, certain consensual relationships, stalking, and retaliation will be addressed by West Virginia University.

Club Sports Facility Usage Guidelines and Expectations

Club Sports are expected to be aware of and abide by the following guidelines regarding facility usage:

1. The following Campus Recreation and Campus Recreation affiliated facilities are available for use by Club Sport teams:
 - a. Student Recreation Center
 - b. Evansdale Recreation Fields
 - c. Evansdale Outdoor Track
 - d. Evansdale Tennis Courts
 - e. Mylan Park
 - f. Medical Center Fields
 - g. Morgantown Ice Arena
2. Practice times and events are only available to those clubs who meet the minimum requirements to be a Club Sport.
3. Club teams are not allowed to share practice spaces and times unless it has been approved by the Competitive Sports staff. If clubs are practicing together without approval, both teams forfeit future practice times a determined by the Sports Club Federation Executive Board.
4. **For a Campus Recreation facility to be reserved for a club, an officer must complete the online request forms for practice, events, and meeting.** Practice reservations will be applied for, and the reservation is not guaranteed and could change at any time.

5. **Clubs are granted a minimum of two hours per week of practice time a week at facilities that Campus Recreation oversees per week.** The Competitive Sports Staff prefers to be notified of cancellations at least 24 hours before the reservation is in effect but must be notified at least 12 hours before. Failure to do so could result in the loss of facility space in future weeks or semesters. Since schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice reservation once a semester has begun. Make sure that your request is what the club wants and needs.
6. Practice requests must be submitted by the deadline outlined in the Important Dates section of this handbook.
7. Club Sports are eligible to request additional practice time for 15 weeks of the academic year (approximately the length of a semester). As with reservations, additional practice times can be granted to those clubs that are in good standing (meeting necessary deadlines, up to date on requirements, performance, etc.).
8. Due to a combination of safety concerns and space maintenance, the Club Sports and Campus Recreation complexes are open or closed depending on field conditions. Decisions about the status of the fields will be made daily and/or as weather conditions change. For information on practice and event status, please contact the Competitive Sports office.
9. **Clubs are responsible for set-up and cleanup of all sites that they occupy, and will assist with field marking, if applicable.** Misuse of space can result in the loss of space.
10. Any request made outside of regular practice hours is considered a Club Event. **Competition requests should be submitted at least two weeks (10 business days) in advance.** For special events, planning meetings will be held with Campus Recreation facilities staff and Competitive Sports staff prior to the event. Requests made after the deadlines are not guaranteed. For regional/national events, it is highly recommended you submit a Facility Request Form at least six months in advance.
11. **Clubs are not allowed to engage in an organized club activity in Campus Recreation facilities without a prior reservation.** However, participants with a WVU Campus Recreation Membership may use Campus Recreation facilities during hours of operation without submitting a facility reservation request if there is not any equipment needed to be set up and organized practices are not taking place.
12. Failure to use a reserved area jeopardizes the club's ability to reserve facilities for future use. Clubs must notify the Competitive Sports staff at least 12 hours before the start of an event to include practice.
13. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility – use procedures, e.g., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Club Sport related activity, will jeopardize the club's continued status as a member of the WVU Club Sports Program.
14. All Club Sports participants must be willing and able to check in using their photo ID with Competitive Sports or Mylan Park Staff. **Failure to provide staff can prohibit participation until check in has taken place.** Roster updates must be submitted on the WVUENGAGE by 12pm on the day of practice to guarantee additions to roster by practice start time.
15. Campus Recreation staff will be monitoring all facilities--taking participant counts and checking the eligibility of users when appropriate. **As employees of Campus Recreation, they have the authority to deny unauthorized persons (or persons abusing facilities or equipment) access to the facility.**
16. Alcoholic beverages are not permitted in or on Recreational Sports Facilities. It is the club's responsibility to monitor all club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed. **Further, a formal complaint with the Office of Student Conduct**

will be submitted for any student member or spectator found in violation of having alcoholic beverages on University property and WVU Police will be called as needed.

Deadly Weapons and Destructive Devices Policy

Possession or storage of a deadly weapon, destructive device, or fireworks in any form (as defined by West Virginia State Code) is prohibited on the West Virginia University campus in University-leased facilities and in University vehicles.

Any University faculty member, staff member, or student who has been found in violation of this policy shall be subject to disciplinary action for misconduct which may include termination or expulsion as well as criminal prosecution. Individuals not affiliated with the University shall be subject to criminal prosecution.

For more information regarding this policy please refer to the Office of Strategic Initiatives:

<https://strategicinitiatives.wvu.edu/policies/university-policies-policies/deadly-weapons-destructive-devices-policy>

Equipment Storage and Inventory

Club Sports are responsible for all equipment owned by Campus Recreation and the club. All club equipment purchased in part or whole with allocated funds becomes the property of West Virginia University. Clubs are responsible for the maintenance, upkeep, and overall safety standards applicable for their respective sport or activity for all equipment. If significant damage occurs to any piece of equipment, the club must notify the Competitive Sports Office within 48 hours. Campus Recreation can provide specific space for storage of club equipment owned by West Virginia University.

At the beginning of each academic year, each Club Sport must submit a Club Sports Inventory spreadsheet to the Competitive Sports Administration. The spreadsheet must detail all items purchased through WVU accounts.

Club Sports are expected to keep all spaces clean and organized. Teams that do not meet this expectation put their equipment and supplies in jeopardy, as the Competitive Sports staff reserves the right to revoke any spaces designated for Club Sports storage and to remove any existing equipment.

Risk Management

Due to the private organization status of all Club Sports, it is the responsibility of the club officers to reduce risks through implementing risk management strategies and informing your respective teams. Liability exposure is a serious issue and each club sport should realize that the University DOES NOT cover organizations. Each Club Sport is expected to write and implement their own Emergency Action Plan and purchase liability insurance for higher risk activities (if applicable or necessary).

An effectively implemented Emergency Action Plan minimizes the likelihood of injury and reduces the chance of negligence. Risk management in Club Sports is the mutual responsibility of staff, club leaders, and athletes. The following are basic expectations of all involved in the Club Sports program:

- Regular inspection of the club facilities, spaces, playing surfaces, and equipment
- Communication of emergency procedures

- Injury reporting

Transportation and Travel

The Competitive Sports Staff must approve all travel whether the Club intends to use University funds. The staff will assist clubs with their travel plans, if needed. Club members must receive staff approval **prior** to departure and have necessary funds to cover travel expenses prior to the trip. There will be consequences for any travel that takes place without prior approval and/or completion of all the appropriate paperwork.

- A Travel Authorization Form must be completed for any trip outside Morgantown. It must be filed in the Competitive Sports Office 14 days prior to departure. If this form is not on file, the Club will not be eligible to receive University funding for the trip.
- An Individual Reimbursement Form must be completed to receive reimbursements for travel. Details regarding completion of this form can be found on the Campus Recreation Website. The travel request must be submitted 14 days before the travel occurs.
- A Post Travel Result Form must be submitted to the Competitive Sports staff by the Friday after returning from a trip.
- The Competitive Sports Staff can issue Travel Memorandums for clubs that travel during the school week and miss class. This memorandum is intended solely to verify participation with the club and should not be interpreted as an excuse. To request a travel memo, designate that Travel Memorandums are necessary on the Pre-Travel form on WVUENGAGE.
- Any changes to the initial travel roster must be submitted 24 hours prior to travel. Note: Members can only be added to the travel roster. Once a person is listed, they cannot be removed.
- The Competitive Sports Administration must be notified immediately of any accidents or emergency situations that occur during club-related travel.
- An officer traveling should always carry the emergency contact list with them.
- It is the responsibility of the club to ensure that all drivers are insured and licensed drivers.
- When traveling with vehicles, it is recommended that drivers not drive more than 5 hours without taking a minimum 30-minute break. Alternate drivers should be utilized when available. Clubs looking to travel between the hours of midnight and 6:00am can only do so with prior approval.
- While traveling all clubs should always act professional, as they are representatives of their clubs, the Competitive Sports program, Campus Recreation, and West Virginia University.
- The Competitive Sports Administration reserves the right to deny travel at any point for either the club or individuals on the club.

Governing Rules for Intramural Sports

Club Sports members participating in Intramural Sports contests will be held to a higher standard of sportsmanship given their additional involvement in Campus Recreation programs. It is the responsibility of both the Intramural Sports team captain and the Club Captain to ensure that members are meeting the appropriate standards when participating in Intramural Sports contests. Failure to maintain proper sportsmanship can result in loss of privileges both in Club and Intramural Sports. Current Sport Club members may participate in their related sport, but they must adhere to the following restriction:

- 2-4 Player Intramural Sports Teams = 2 Club Members
- 5-8 Player Intramural Sports Teams = 3 Club Members
- 9+ Player Intramural Sports Teams = 4 Club Members

Administration and Leadership

Club Responsibilities

Club Officers are ultimately responsible for making certain that each club athlete of their respective club meets the minimum eligibility requirements and participant responsibilities. In addition, the entire Club is responsible for ensuring that the following club responsibilities as well as the policies and procedures in this handbook are met/followed by the club and individually as participants. The Competitive Sports Administration reserves the right to add responsibilities during the academic year and will inform participants of any changes. Club teams will be held responsible for the actions of individuals as well.

1. In all activities, club teams assume full responsibility for abiding by local, state, and federal laws; University, Campus Recreation and Competitive Sports regulations. In addition to any sanctions levied by others, failure to comply with any of these laws, regulations, or guidelines may result in loss of Club Sports status, loss and/or suspension of club privileges, and verbal and/or written warning.
2. Clubs are responsible for maintaining registration as a registered student organization with the Office of Student Engagement and Leadership.
3. Clubs are responsible for determining membership numbers and the process for selection.
4. Clubs are responsible for submitting travel paperwork for all events not at facilities overseen by Campus Recreation.
5. Clubs are responsible for reporting all events and results.
6. Clubs are responsible for working with the Competitive Sports Administration to establish a risk management plan for their club.
7. Clubs must have a designated number of members that are certified in CPR/AED/First Aid.
8. Clubs are responsible for reporting any violations, accidents, or injuries to the Competitive Sports Administration in the Post Travel Result Form. Failure to report will lead to sanctions decided on by the Sport Club Federation Executive Board.

Club Sport Officer Responsibilities

Because Club Sports are student-run and managed organizations, club business is the responsibility of each club's student leaders. The Club Sports Handbook is provided to clubs in order to help officers become better prepared for their experience, and to provide them with the answers to most of their questions.

Please use the basic descriptions provided to determine which officers must partake.

We encourage all club members to learn about the responsibilities of club officers which include, but are not limited to the following:

1. Ensure that the club has the organization and officers it needs.
2. Maintain a current roster and waiver for each member of your club.
3. Register your club with the Office of Student Engagement and Leadership.
4. Ensure all paperwork is being completed appropriately and on time.
5. Communicate policy changes, announcements, etc. from the Competitive Sports Program.
6. Ensure risk management policies are created, reviewed, and upheld.

7. Plan appropriately for travel and work with the business staff to do so in timely manner.
8. Develop and present budget requests for allocation purposes.
9. Use social media and marketing strategies to grow interest for your club.
10. Prepare and develop future club officers.
11. Consistently complete monthly reports by set deadline.
12. Seek out fundraising and community service projects for your club.

The following is a list of suggested duties for student leaders. Individual clubs should identify the responsibilities of each officer.

President

1. Serve as the liaison with the Competitive Sports Office, the Sports Club Federation Executive Board, and Department of Campus Recreation.
2. Communicate and enforce all Club Sports policies and procedures to all club members.
3. Seek approval for Club Sports business. Examples: logo requests, purchases, community service opportunities, travel, etc.
4. Responsible for completing and submitting required reports or forms online on WVUENGAGE.
5. Attend Club Officer trainings and meetings.
6. Responsible for attending or providing a club member at all Club Sport special events (example: club sports fair).
7. Responsible for managing the club email account or other club communication at least twice per week.

Vice President

1. Serve as the president in all duties as determined if the president is unable to do so.
2. Assist the president in all duties as determined by the president.
3. Responsible for all materials posted on the WVUENGAGE page.
4. Attend Club Officer trainings and meetings
5. Responsible for checking the club email account or other club communication at least twice per week.
6. Submit record of club inventory and equipment at the beginning of each semester.

Treasurer

1. Keep accurate records of all club accounts and allocated funds.
2. Responsible for submitting all Individual Reimbursement and Post Travel Reimbursement Forms and promptly.
3. Assist the president with the Budget Proposal and Presentation during the spring semester, if requesting allocated funds.
4. Attend officer trainings and meetings.
5. Responsible for managing the club email account or other club communication at least twice per week.

Secretary

1. Submit all Monthly Reports and Post Travel Results Forms.

2. Submit Community Service Approval Forms and Completed Community Service Forms in a timely manner.
3. Maintain all documentation (notes, emails, memos) of club meetings.
4. Attend officer trainings and meetings.
5. Responsible for checking club email accounts and other club communication at least twice per week.

Safety Officer

1. Have CPR, First Aid, AED certification and report club injuries.
2. Check safety and standards of club equipment.
3. Maintain Emergency Action Plan.
4. Attend Club Officer Trainings.
5. Responsible for checking the club email account at least twice per week.

Club Email Communication

The Competitive Sports Staff will utilize email to effectively relay information to Club Sport officers. Clubs are encouraged to create and utilize email accounts for their specific club as it helps facilitate direct communication. Those clubs that do have club email accounts are expected for checking the account regularly. Clubs will be held responsible for knowing and understanding all information distributed via mail and email.

WVUENGAGE

Club officers must utilize WVUENGAGE to submit most of the required paperwork to the Competitive Sports Staff. All documents and forms can be found on the Club Sports page on the Campus Recreation website: <https://campusrecreation.wvu.edu/club-sports/forms>.

Officer Meetings and Trainings

Clubs are responsible for having one officer attend each monthly meeting. These meetings are designed to inform club officers of the expectations from the Competitive Sports Office, educate officers on the guidelines that apply to our program, and provide leadership development opportunities for Club officers. Additional points will be awarded to clubs that have at least one officer attend any of the optional officer trainings or meetings.

Sports Club Federation Executive Board

The Sports Club Federation Executive Board is a student advisory group that provides representation for Club Sports officers and athletes in matters pertinent to the program and assists the Competitive Sport Staff in administering the WVU Club Sport Program.

The duties of the Federation Executive Board will include but not be limited to the following:

1. Develop and/or evaluate new and existing policies, guidelines, programs, and functions of Club Sports.
2. Review and make recommendations on student organizations requesting affiliation with Club Sports.
3. Conduct disciplinary hearings; including decisions regarding Club Sports revocation. *
4. Review and make recommendations for the Club Sports allocations and national contingency funds.
5. Assist with promotional events, such as the Club Sports Fair.
6. Assist with organizing Club Sports community service events.
7. Accept responsibilities as assigned by the Competitive Sports Administration.
8. Facilitate nominations and distribute semesterly and yearly awards to deserving clubs.

Open Executive Committee positions and application process will be announced in the spring semester of each academic year.

*Below are the guidelines for appealing revocation to the Competitive Sports Administrative team.

1. A team is allowed one appeal if their Club Sport affiliation is revoked.
2. This appeal must include new information to support the organization keeping their affiliation.
3. The appeal with supporting information must be submitted via email to the Competitive Sports Administration at club.sports@mail.wvu.edu within three business days of notification of revocation.

Coaches, Instructors, and Advisors

Club Sport coaches are selected by the club to help improve its performance and the skill of its members. Coaches are volunteers and have no official affiliation with the university. They receive no compensation, benefits, or liability coverage from the university. Individual club officers are responsible for evaluating the certifications/qualifications of all coaches/instructors. **Coach involvement should be restricted to skill development and game strategy; the coach should not be involved in the management/administration of the club.** Coaches are responsible for being aware of and upholding the following guidelines:

1. Each coach must complete the Coaching/Instructor Agreement.
2. It is recommended that all coaches purchase their own personal medical/liability insurance.
3. The coach must be aware of and follow all University and departmental procedures relative to the Club Sport program.
4. Access to the Student Recreational Center for coaches must be pre-approved by a Competitive Sports Staff member. Coaching a club does not automatically make the coach eligible for any other Campus Recreation programs.
5. **Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.**
6. Coaches are viewed as community members by WVU and are not considered members of the student organization and as such are not authorized to receive the benefits of membership in a registered student organization.
7. Participation in the Club Sport Program is not required; therefore, monetary rewards, scholarships, or perks shall not be promised or given to any member or prospective member by the coach or club.
8. **Coaches are always expected to exhibit and promote good sportsmanship and should conduct themselves in a manner that does not detract from the reputation of the Club Sport. This includes behavior in game situations, contact with other teams and interaction with event staff.**
9. The Competitive Sports Staff will work with the specific club directly in an advisory capacity related to the coach/Club relationship. If the coach is not acting in the best interest of the club, the Competitive Sports Staff may work with the club to have the coach removed. However, it is the club's responsibility to retain or remove the coach.
10. Coaches must be recommended by Club members and must submit a Coaching/Instructor Agreement each academic year to coach. Continuation of coaching status is not automatic.
11. Coaches must be listed on the club roster and be willing/able to provide photo identification when asked by Competitive Sports staff.
12. Student Coaches must abide by all the above policies to become a coach and understand that they are not a member of the club.

Faculty/Staff Advisors

The advisor to the club is generally a faculty or staff member chosen by the club. Having an advisor strengthens the group and encourages continuity. The advisor should be a mentor and assist club officers in the routine operation of the club and serve as a consultant with the club president in the management of the club. The advisor should also help to ensure that activities are reflective of the Campus Recreation department and the University. The advisor should meet with the club regularly and have full knowledge of

the club's travel plans. **It is not the responsibility of the advisor to speak on behalf of the club, prepare paperwork and documentation, nor to recruit new membership.**

Role and Responsibilities of Advisors: Faculty/Staff Advisors:

- Voluntarily serve in their role as a Club Sport Advisor.
- Advisors should be familiar with the constitution and bylaws of their respective organizations and be prepared to render assistance with their interpretation.
- Advisors should be familiar with WVU's policies and rules, which govern student organizations.
- Advisors should help to develop leaders by encouraging the growth of initiative, responsibility and leadership in the club's student officers and athletes.
- Lend their experience, judgment and knowledge to assist the officers and members in development of the club.
- Club sport officers and the Competitive Sports Administration reserves the right to remove an advisor from the position if necessary.

Club Sports Conduct Policy

All Club Sport participants are expected to act in a mature and responsible manner both on and off campus during club-related activities/events. Their actions, whether positive or negative, are a reflection upon their club, the Competitive Sports Program, Campus Recreation and West Virginia University. Participants that knowingly disregard policies and procedures of Competitive Sports, Campus Recreation, WVU, or State and Federal Law will result in disciplinary action. The student group or club sport and its officers may be held collectively responsible when violations of all policies previously listed occur.

Misconduct

Misconduct is defined as behavior that is subject to disciplinary action and includes violation of Competitive Sports, Campus Recreation, WVU, State and Federal law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the University or its mission. Club Sports may be cited for these behaviors during club-related events, including in-game situations, regardless of location, meaning both on and off campus.

Misconduct examples include but are not limited to the following:

- Failure to comply with Club, Competitive Sports, Recreational Sports, and/or WVU policies
- Underage alcohol violation and/or alcohol violation
- Disorderly conduct
- Failure to submit identification/providing false information
- Harassment
- Hazing
- Infliction or threat of bodily harm
- Trespassing
- Possession, distribution or sale of controlled substances
- Receipt and/or possession of stolen property

Club Sport Sanctions

Violation of or non-compliance with Department and University policies may result in loss of club sport affiliation or other disciplinary action taken against the Club Sport involved, such as loss of practice space or allocated funding, etc. The Club Sports Sanctions are in place to outline the consequences for incompliance with Competitive Sports policies and procedures. Sanctions are broken down into seven areas: Misconduct, Administration, Travel, Finance, Facility Usage/Reservations, Trademark Infringement, and Risk Management. The Club Sports Executive Committee makes recommendations to the Competitive Sports Administration regarding consequences for incompliance.

General Misconduct

- Minor
 - First offense sanction: participation stops until a meeting is held with Competitive Sports Staff
 - Second offense sanction: personal suspension for two weeks
 - Third Offense sanction: probation for one semester, can appeal to club sports to get reinstated
- Major
 - First Offense sanction: suspended from all club activity until conversation with professional staff and officers
 - Second Offense sanction: meeting with whole team and professional staff, and team suspension for a minimum of two weeks
 - Third Offense sanction: club loses club sport affiliation

Administration

- Minor
 - First offense sanction: do not receive credit and are given a two-week grace period
 - Second offense sanction: negative points for the remainder of the semester
 - Third offense sanction: prevent purchasing/spending, practice, travel, etc. OR further loss of allocation
- Major
 - First Offense sanction: freeze everything (practice, spending, travel, etc.) until a meeting is held with Competitive Sports Staff
 - Second Offense sanction: probation status for the remainder of the semester and limited club opportunities (hosting events, traveling, spending, etc.)
 - Third Offense sanction: club loses Club Sports affiliation

Travel

- Minor
 - First offense sanction: negative points are given for travel misconduct
 - Second offense sanction: further negative points are awarded for travel misconduct
 - Third offense sanction: further points are removed for travel prior to the incident
- Major
 - First offense sanction: freeze everything (practice, spending, travel, etc.) until a meeting is held with club officers and Competitive Sports Staff
 - Second offense sanction: demotion to lower tier and/or negative points are given
 - Third offense sanction: club loses club sports affiliation

Finance

- Minor
 - First offense sanction: no money or reimbursements available, two-week grace period given
 - Second offense sanction: no money or reimbursements available, loss of allocation
 - Third offense sanction: no money or reimbursements available, further loss of allocation
- Major
 - First offense sanction: freeze everything until a meeting is had between club officers and competitive sport staff
 - Second offense sanction: demotion to lower tier and/or negative points are given
 - Third offense sanction: organization will lose club sports affiliation

Facility Usage/Reservations

- Minor
 - First offense sanction: no money or reimbursements will be available
 - Second offense sanction: no money or reimbursements will be available
 - Third offense sanction: no money or reimbursements will be available
- Major
 - First offense sanction: freeze everything until a meeting is had between club officers and competitive sport staff
 - Second offense sanction: demotion to lower tier and/or negative points are given
 - Third offense sanction: the organization will lose club sports affiliation

Trademark Infringement

- Minor
 - There are no minor violations in this category
- Major
 - First offense sanction: freeze everything until a meeting is had between club officers and competitive sport staff
 - Second offense sanctions: demotion to lower tier and/or negative points are given
 - Third offense sanctions: the organization will lose club sports affiliation

Risk Management

- Minor
 - First offense sanction: points will not be received, and a two-week grace period will be granted
 - Second offense sanction:
 - Third offense sanction: (first major) freeze everything until a meeting is had between club officers and competitive sports staff
- Major:
 - First offense sanction: freeze everything until a meeting is had between club officers and competitive sports staff
 - Second Offense sanction: demotion to lower tier and/or negative points are given
 - Third offense sanction: the organization will lose club sports affiliation

Finance

Financial Information

Club Sports receive funding from several different sources (Club Sports allocation, auxiliary income – fundraising, participant dues, etc.) and club officers must master the guidelines and processes associated with the various financial sources.

General information

Fiscal year – the WVU fiscal year is July 1st – June 30th. Payments or reimbursements must be made in the same fiscal year and the invoice or receipt. Clubs cannot pay for last year's expense with this year's money.

Carryover funds – Clubs do not get to keep unspent allocated funds from one academic year to another. Carryover does not count toward current year deposit requirements.

Deadlines – each year a spending deadline for allocated funds is set. Allocated funds not spent by this deadline are transferred to the Club Sports contingency fund to be distributed to clubs that are competing nationally to help lower their expenses.

Reimbursements – It is encouraged that club accounts are the ones making purchases that are intended to be reimbursed, rather than students paying for things with their personal accounts. When this is unavoidable, we can only reimburse the person whose name is on the original, paid receipt. Receipts must be submitted within 7 days of purchase.

Club Sport Funding: Tier System and Need Based Funding

Funding is distributed to Club Sports according to each individual club's fulfillment of requirements.

Tier System

Clubs are evaluated each year by the Club Sports Federation Executive Board as well as the Competitive Sports Staff on a variety of items that help determine their tier status and corresponding application amount for budget allocation, as well as their priority for practice space and hosting events. The purpose of the Tier System is to give clubs tangible goals to meet on a yearly basis, guide in the allocation of financial and facility resources in a fair manner and provide specific benefits to clubs who are more successful in the categories listed below.

Requirements	1st Tier: Gold	2nd Tier: Blue	3rd Tier: White
National Governing Body	Yes	Yes	No
Yearly Community Service Hours* (Average)	5 hours per member	3 hours per member	1 hours per member
Officer Training & Meeting Attendance (Total Number of Officers Attended, <i>Max 2 per Training</i>)	8	6	4
Size of Active Roster*	At Least 20 Members	At Least 10 Members	At Least 5 Members
Attending Other Campus Recreation Events	5 club members at 3 events	3 club members at 2 events	2 club members at 1 event
Administrative Requirements (Purchasing Forms, Community Service Forms, Event Forms, Consent Forms, Budget Proposals, etc.)	Club Completes all required forms completed on time with no warnings	Club completes all required forms on time with one or more warnings*	Club fails to complete all required forms on time
Conduct	Club has no conduct violations	Club has no conduct violations	Club has no conduct violations

Tier Status:

- Is determined by club's ability to complete 4/7 requirements of any given tier
- Requirements are due to the Competitive Sports office by April 15th, all completed fundraising and community service after this date will be applied to the following academic year
- Will be used to prioritize facility space using the practice request form
- Will be used to allocated funding
 - Gold Tier can apply for any amount of money through the budget allocation process
 - Blue Tier can apply for up to \$2,500 through the budget allocation process
 - White Tier can apply for up to \$1,000 through the budget allocation process
- Can be altered by the Federation Executive Board (positively or negatively) or Competitive Sports Staff due to conduct or special circumstance

Probation:

- Any club who fails to meet 4/7 requirements for the white tier will be placed on probation
- A club in probation
 - Must complete all administrative requirements (purchasing forms, community service forms, event forms, consent forms, budget proposals, etc.)
 - Will not receive any funding
 - Can request facility space for practices and events but will not receive priority
 - Can travel and compete if administrative requirements are met

Allocated Funds v. Off Campus Accounts

Allocated funds are distributed to student organizations from the University and deposited funds are any funds raised by the student organizations themselves. Both allocated and deposited funds can only be used for student members (not coaches, advisors, etc.).

The Campus Recreation Department strongly suggests that clubs deposit their dues in the club's account. This assists with bookkeeping for the group. Deposited funds left in the account carry over from year to year. However, unspent allocated funds do not carry over and the club is subject to penalties.

Unpaid expense charged to a club account must be paid by the end of the fiscal year or the club will be suspended and may not be granted Club Sport status the following year. Final budget allocations for the fiscal year are provided to the clubs after the start of the new fiscal year.

Travel Reimbursements

It is expected that all clubs abide by the following Travel Requirements to be eligible for travel reimbursements:

1. All club travel must be approved at least two weeks prior to the trip. If clubs learn of a travel opportunity past the deadline, an explanatory cover memo must be submitted with the travel request form. Clubs who submit request reimbursements for unapproved travel will not be granted them.
2. During travel, original, paid receipts in the individuals or organization's name to be reimbursed must be obtained.
3. Reimbursements can be submitted for approval for the following items: entry fees, hotel, gas, and travel expenses.
4. Reimbursements can be submitted for approval for non-travel related items such as but not limited to, facility fees, equipment, uniforms, tournament or event supplies, association dues, etc.
5. It is preferred that the club account is being reimbursed, but individual reimbursements are possible.

Receipts

Proper receipts display proof that a full payment was made covering the cost of a service or item. Receipts should be itemized, clear, and legible. If a receipt is not itemized or does not have a zero-balance bank statement, credit card statement, or cleared check may be required as proof of purchase to complete the proper paperwork.

Sponsorships

Clubs may acquire sponsorships from external entities. Sponsorships must be approved by the Campus Recreation Department prior to agreements being made and will be dealt with on a case by case basis. The following information must be submitted to the Competitive Sports Administration for sponsorship review:

- Sponsor Name
- Sponsor Contact Information (email, street and/or mailing address, phone number)
- Purpose for sponsorship
- Details of the sponsorship (what the sponsorship will include, i.e. funding, equipment, vending, travel, etc.)

- Monetary value

Budget Proposals

Budgets are due in the spring of each year and presentations will be scheduled soon after. These funds are allocated from the overall Club Sport Program Allocation and the Club Sport Federation Executive Board recommends individual club allocations. Guidelines for the allocation and expenditure of funds are determined by the Executive Board and the Campus Recreation department.

If a budget proposal is not submitted by the club then the club will not be eligible to receive funding.

The following are all considered and evaluated to determine the distribution of funds for clubs within the federation

- Compliance Points- How many points has the club accumulated throughout the course of the year?
- Number of active members- What is the number needed for a good quality experience in the sport/activity, any specific number that is required, and the number of members expected for the year?
- Active member and other member costs- consider a balanced proportion of allocated funds, member contributions, fundraising and donations
- Level of activity and kind of activity – How is the sport/activity best conducted and how does the club stay active with the surrounding community?
- Cost of operating the sport/activity- What equipment is needed? What dues does the national organization require? What is the cost of travel? Etc.
- Quality of the organization- Does the club submit paperwork on time and keep good inventory? Was the budget prepared properly? Are there disciplinary issues within the club?
- Prior year's budget- How was the money spent?

Significant Changes, Circumstances, and Previous Year's Budget

Budget requests are for the following academic year. During the budget request process, major changes or special circumstances from year to year should be explained. Examples of significant changes include but are not limited to, major loss of equipment, qualification changes for national competitions, changes within the national governing body's requirements, or practice location changes.

Documentation is necessary to support drastic changes in requested allocation. Previous budgets and documentation that could aid in the request process can be acquired from Competitive Sports staff when necessary.

Need Based Funding

There will be the opportunity for funds to be distributed to teams based on need as reflected in the projected annual budgets. Because the Competitive Sports Staff and Club Sports Executive Board is willing to help clubs in positive standing with the department and who have explored all their options to help the situation, those clubs will be more likely to receive additional funding. Fundraising is also a great way to increase

revenue for a club. Clubs that put the time and effort to fundraise and generate money on their own will be rewarded more with need-based funding.

Any club who fails to sign up for a budget presentation with the Competitive Sports Budget Committee by the announced deadline or that does not submit the proper budget proposal forms by the deadline will forfeit their opportunity to receive need-based funding.

Spending from On Campus Accounts

Below are examples of appropriate and inappropriate spending for Allocated and Deposited funds. If a club has items to purchase that are not on these lists, please check with the Competitive Sports Staff before making purchases.

Allocated Funds:

- Appropriate Expenditures:
 - Transportation
 - Facility Rental
 - Lodging
 - Officials through an organization
 - Printing for promotional materials (excluding clothing)
 - Equipment for the use of the whole club
 - Uniforms
 - League dues
 - Tournament registration/entry fees
- Inappropriate Expenditures:
 - T-shirts, personal uniform elements
 - Direct payment for officials
 - Personal equipment items
 - Meals
 - Trophies, prizes, awards
 - Banquets
 - Charitable contributions
 - Gifts (including to coaches and volunteers)
 - Alcoholic beverages

Off-Campus Funds:

- Appropriate Expenditures:
 - Transportation
 - Facility Rental
 - Officials through an organization
 - Printing for promotional materials
 - Equipment
 - Team apparel
 - Lodging
 - Trophies/awards
 - Gifts (including to coaches/volunteers)
- Inappropriate Expenditures:

- Alcoholic beverages
- Charitable contributions
- Direct payment for officials

Purchasing Methods

1. Reimbursement of Club Funds: the online “Individual or Club Post-Travel Reimbursement Form” must be completed by a club officer. Original, paid receipts are required for reimbursement and must be submitted within 30 days of purchase. Receipts must be formal and itemized receipts including the date and vendor’s name. Cash register receipts must have the vendor’s name machine printed or stamped on them.
2. Purchase Order: may be used if a vendor will not fill orders in advance of payment. A P.O. must always be used for purchases over \$2,499 including service. Purchases of \$10,000 and greater must go out to bid per state law. To process a purchase order, you will need to provide the Accountant with a quote from the vendor.
3. University P Card: must be less than \$2,499. Items purchased must be shipped to the Department of Recreational Sports to verify reception of order and that the order is correct.

Donations

Donations to a WVU Club Sport qualify for tax credit if the contribution is “for the use of” the organization and not set aside for use by a specific person (IRS). All monetary donations must be deposited into a WVU Foundation account. When a donation is made, the individual can earmark it for an individual club.

Checks – only those deposited to the club’s WVU account will provide tax credit for the donor. Checks should be made payable to the “(Insert Team) Club at WVU”.

Non-Monetary – for donations such as services, equipment, etc. we need a letter from the donor listing everything being donated and the fair market value of the items.

Contingency

A contingency fund is established every year by Competitive Sports for the expressed purpose of assisting clubs or individual club members for national competitions, unforeseen expenses and unique purchases (uniforms, equipment, etc.). Clubs are only eligible to apply for contingency funding one time per academic year.

A written proposal should be submitted detailing the following:

- Brief description of the national competition that the club or individual has qualified for, expenses, or purchases.
- Contingency Budget Form
- Proof of “qualification” for national competition and proof that the competition is considered “national”
- Copy of travel notification information/spending request
- Quote/invoice

- Logo Approval if requesting funds for uniforms The Club Sports Executive Committee reviews the information provided by the club and makes a recommendation to the Competitive Sports Administration based on the following:
 - Amount of anticipated expenses
 - Number of club members involved
 - Amount remaining in contingency fund

All travel authority and processes and policies still apply. If the appropriate paperwork is not submitted before travel takes place or purchases are made, the request will not be considered.

Weather Practice Plan

The Competitive Sports Program will decide regarding club practice by 2:00pm on the day of the practice whether weather conditions are conducive for practice. A Competitive Sports staff member will reach out to the Club President regarding weather decisions. If a club chooses not to practice due to weather, they should reach out to their staff contact for appropriate arrangements by 2:00pm on the day of practice.

Home Football Game Day Event Policy

Requests for events at the Club Sports Complex on Home Football Game Days must be made at least 21 days prior to the date requested. Requests must be made in writing via the Club Competition Event Form before events are scheduled and marketed. A complete itinerary with timeline for the day of the event must be submitted with the event request. All Campus Recreation and WVU policies remain in effect for the event and will be enforced by staff (Including policies regarding alcohol and other drugs). All events at the Club Sports Complex must be finished and the complex must be clean with all participants vacated three hours prior to the start of the football game. Clubs will incur a premium rate for staffing for Game Day events.

Community Service

Each club must complete a minimum of 8 hours of community service each semester to be eligible to receive allocated funding. This is a total of 16 hours for the academic year. Clubs are not permitted to complete all 16 hours in one semester. For a community service to count toward a club's points, 75% of the club's members must be in attendance. Prior approval from the Competitive Sports Staff is necessary to earn credit for the service. All community service projects must be pre-approved by the Competitive Sports Coordinators one week in advance. Service hours will not be awarded without pre-approval. The Campus Recreation department has the right to contact the agency for verification. Community service should be documented via forms on the Campus Recreation website. The Community Service Approval form is required prior to the event or activity and the Completed Community Service form is required post-event or activity. Both forms must be completed for clubs to receive credit for the service.

Special permission can be granted for clubs that participate with less than 75% of their members or for less than 8 hours per semester in Campus Recreation sponsored service or events. This permission will be handled on a case by case basis but must be approved and documented.

Monthly Meeting Attendance

Regular attendance of monthly Club Sports Federation meetings is expected. It is preferred that an officer is sent to represent each club. An individual may only represent one club at each meeting. Practices and games are not acceptable excuses for missed meetings. It is the responsibility of the attendee to identify themselves at the meeting, by signing in, and attending the entire meeting to ensure that their club's attendance is recorded.

Other Resources

- WVU Student Engagement and Leadership: <https://studentengagement.wvu.edu/>

- Trademark Licensing: <https://trademarklicensing.wvu.edu/>
 - Full List of Approved Vendors: <https://trademarklicensing.wvu.edu/licensees-and-retailers/internal-licensee-list>

- WVU Division of Diversity, Equity, and Inclusion: <https://diversity.wvu.edu/>

- WVU Title IX and Office of Equity Assurance: <https://titleix.wvu.edu/>