



Club Sports Handbook

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WVU CAMPUS RECREATION

Mission

WVU Campus Recreation serves the students, faculty/staff and campus community by supporting a culture of well-being. Our commitment to healthy living includes creating and promoting opportunities to be active.

Our Values

Service - We seek opportunities to serve others and are committed to providing the highest quality of service.

Curiosity - We ask questions, seek new opportunities and change through innovation.

Respect - We are respectful, transparent and inclusive with each other.

Accountability - We perform at our very best every day to create a university that is responsive, efficient and effective.

Appreciation - We support and value each other's contributions as we build a community that is One WVU.

Website

More information about WVU Campus Recreation can be found on our website.

<https://campusrecreation.wvu.edu/>

Club Sports Introduction

Program Structure

Competitive Sports Staff

The Program Coordinator(s) and Graduate Assistant(s) for Competitive Sports are the primary contacts for all Club Sports. Prior approval of club activities including travel, planning events, budget expenditures, and facility reservations must go through the staff first. The staff are 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

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- 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 schedule an appointment with office staff to seek assistance by email club.sports@mail.wvu.edu at least two business days 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:

Associate Director of Programs – Amanda Bray – amanda.bray@mail.wvu.edu

Graduate Assistant – Keegan Sheffler – keegan.sheffler@mail.wvu.edu

Graduate Assistant – Jacob Steffen – jacob.steffen@mail.wvu.edu

Club Sport Policies and Requirements

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://studentresponsibility.wvu.edu/campus-student-code>

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.

Club Annual Registration

All clubs must be registered with the WVU Student Engagement and Leadership (SEL) office. This registration must be completed each year. For more information on registration, please visit the SEL website.

<https://studentengagement.wvu.edu/student-organizations/registration>

All questions regarding annual registration should be directed to the SEL office by email.

Student Engagement and Leadership Email - sel@mail.wvu.edu

Starting a New Club/Joining the Club Sport Federation

Starting a Club

These steps for starting a new club/ registered student organization can be found on the WVU Student Engagement and Leadership (SEL) website.

<https://studentengagement.wvu.edu/student-organizations/new-orgs>

All questions regarding starting an organization should be directed to the SEL office by email.

Student Engagement and Leadership Email - sel@mail.wvu.edu

Joining the Club Sport Federation

The steps for joining the Club Sport Federation are as follows.

Step 1 - Be a registered student organization through the WVU Student Engagement and Leadership office for 1 year.

Step 2 – Complete the [New Club Sport Application](#). Please note, the club sports federation only accepts one club per activity. For a full list of clubs, please visit our [website](#).

Step 3 – The Competitive Sports Staff will set up a meeting to discuss the club and its potential fit within the Club Sports Federation. A decision on the club's entry will be made after the meeting with an email to follow upon application status.

If accepted into the Club Sport Federation, clubs must complete the following steps.

- [Complete supplier registration with WVU](#)

New clubs in the Club Sport Federation will be placed into the Instructional and Recreation classification and will start out in Tier 2. The club's first year will serve as a probationary period for the club to determine if they can self-sustain as a member of the CSF. After the club's first year, if determined to be self-sustaining, they will be sorted into the appropriate classification and tier determined by their finish in the Tier System.

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More information on club classifications and the tier system can be found in the [Classification System Section](#) of this handbook.

Membership Eligibility

Membership in a West Virginia University recognized club sport is for full and part-time WVU students and WVU faculty and staff. All individuals must hold an active campus recreation membership. More information on how to obtain membership can be found on our website below. All fee-paying full-time students will automatically have a campus recreation membership. Membership is also open to WVU students who do not attend the Morgantown Campus. Intercollegiate athletes may not compete in a club sport in the same academic year listed as a varsity athlete.

Clubs listed in a competitive classification of the club sports federation [classification system](#) must have a membership of 100% WVU enrolled students and maintain a 2.00 or higher-grade point average. Clubs listed in the instructional classification of the club sports federation [classification system](#) must have a membership of at least 80% WVU enrolled students. Only student members are eligible to hold leadership positions with club sports. Elected officers must have a minimum 2.50 grade point average.

All members must 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.

West Virginia University does not discriminate based on race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. 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 considered 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.

If you have any specific questions or concerns with WVU policies, please feel free to contact the Competitive Sports Office, please contact us at club.sports@mail.wvu.edu

Supplier Registration

All Clubs that are a member of the Club Sport Federation at WVU must be a registered supplier with WVU. To complete the steps clubs must do the following.

- Email a completed W9 to the club.sports@mail.wvu.edu
 - A blank W9 can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - For the club's address, they must use the Student Recreation Center address found below.
 - 2001 Kittie Blakemore Dr., Morgantown, WV, 26506

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- Register as a non-profit organization with the West Virginia Secretary of State
 - <https://onestop.wv.gov/B4WVPublic/>
- Email club.sports@mail.wvu.edu to inform us that the Secretary of State registration is completed.
- It is also highly recommended that the club also complete 501c3 status with the IRS. Please contact Student Legal Services for this step. Contact information below.

If you have questions about the W9, Secretary of State, 501c3 process, WVU Student Legal Services (sls@mail.wvu.edu) can help.

Facility Reservations

Practice Times and space reservations are only available to those clubs who meet the minimum requirements to be a member of the Club Sport Federation. Club Activity runs from the first day of classes each semester to the last day of classes each semester. Any club activity taking place outside these dates must have prior approval from the competitive sports office.

Clubs are not allowed to engage in an organized club activity in WVU Campus Recreation Locations without prior reservations.

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.

Competitive Sports Staff or Mylan Park Staff may perform random roster checks at practices. This is to ensure that all individuals practicing are members of the club. All members of the club must be on the club's DSE roster and complete the waiver to be able to compete. All Club members should bring a government ID to practice for roster checks.

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.

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 ensure 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.

Practices

Clubs practicing at a WVU Campus Recreation location (SRC, Evansdale Fields/Courts, Mylan Park, Medical Fields), must complete a [Practice Request Form](#) each semester. This form will be sent out to clubs each semester and can be found below in the [Forms](#) section. For the due date of the form for each semester, please view the [Important Club Dates Document on Club Sport](#)

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[Website](#). Our goal is to give each club a minimum of two practices per week, if team and space availability allow it. Practice spaces are available Sunday through Thursday.

Clubs practicing at a non WVU Campus Recreation location must still complete a [Practice Request Form](#) each semester. This form will be sent out to clubs each semester and can be found below in the [Forms](#) section. For the due date of the form for each semester, please view the [Important Club Dates Document on Club Sport Website](#).

WVU Campus Recreation Location Events

Clubs looking to utilize a WVU Campus Recreation location (SRC, Evansdale Fields/Courts, Mylan Park, Medical Fields) for an event (home game/tournament), must submit the event through DSE. This form must be completed three weeks prior to the event date. If a form is submitted with less than three weeks' notice, we cannot guarantee the space for the club. Clubs hosting regional/national events should submit an event request in DSE at least six months in advance.

WVU Campus Recreation location (SRC, Evansdale Fields/Courts, Mylan Park, Medical Fields) are not available during the following times for events.

- Days of WVU Home Football Games
- University Holidays/ Holiday Weekends
- WVU Academic Breaks

Clubs hosting events at a WVU Campus Recreation location (SRC, Evansdale Fields/Courts, Mylan Park, Medical Fields) must submit an event schedule beforehand. This must be submitted by email to club.sports@mail.wvu.edu three days prior to the first event date as well as updated in your DSE event notes. The following must be on the event schedule.

- Reservation start time
- Equipment needed
- All game start times
- All game opponents
- Club contact for the event
 - Name, Phone Number, Email
- Reservation end time

Clubs hosting events at a WVU Campus Recreation location (SRC, Evansdale Fields/Courts, Mylan Park, Medical Fields) will also be required to collect and submit Visiting Team Waivers. These must be completed by all teams, and we recommend sending them to teams in advance.

[This waiver can be found on Club Sport Website](#). Teams can submit this by email (club.sports@mail.wvu.edu) or hand it to the Club Sports Supervisor on-site.

Clubs should also send visiting teams the Visiting Team Information Guide. This resource will outline useful WVU Policies to visiting teams. [This guide can be found on the Club Sport Website](#).

Clubs are responsible for painting needed lines onto the Evansdale Fields. Paint supplies will be provided by WVU Campus Recreation. A time to paint must be setup by emailing club.sports@mail.wvu.edu.

Clubs are responsible for assisting the Club Sports Supervisor in the set-up and cleanup of all sites that they occupy. Misuse of space can result in future loss of reservations.

Non WVU Campus Recreation Location Events

Clubs hosting events at a non WVU Campus Recreation location should submit all events on DSE.

Cancellations

Campus Recreation Staff have the responsibility to stop any club sport activity due to the threat of unsafe weather conditions. This includes but is not limited to severe weather conditions and unsafe playing surfaces.

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 field status will be made daily by 3:00pm as weather conditions change. For information on practice and event status, please contact the competitive sports office (club.sports@mail.wvu.edu).

The club is responsible for canceling any reservations it makes with the competitive sports office. Cancellations should be made no later than one day in advance. Exceptions to this will be made for weather or last-minute cancellations. The club can notify the competitive sports office by email (club.sports@mail.wvu.edu) or through [GroupMe](#) if after normal office hours (Monday through Friday 9:00am – 4:30pm). Failure to notify the office of the cancellation will result in the club receiving 1 strike in the tier system and potentially losing access to future reservations.

Clubs must notify the competitive sports office to cancel practices. This must be done by 3:00pm on the day of cancellation. If a club fails to meet this deadline, they will receive 1 strike in the tier system. Exceptions can be made for clubs canceling due to the weather after 3:00pm. Clubs should notify the competitive sports office by email (club.sports@mail.wvu.edu) or through [GroupMe](#) if after normal office hours (Monday through Friday 9:00am – 4:30pm)

Travel

Coordinating travel to events is the responsibility of the Club Sport Officers. Club Travel is defined as any trip to a location outside of Morgantown or away from the club's home location. The club's home location must be on file with the competitive sports office. A travel event request should be submitted at least two weeks prior to the travel. Clubs must provide a roster of members traveling to the competition in the DSE event report as well as specify which vehicle and lodging room they will be in on the report. A Safety Officer must accompany the team on every trip, there are no exceptions to this!

Clubs should notify the Competitive Sports office if they will be canceling their trip. This should be done prior to the trip's departure date. Please notify the competitive sports office by email (club.sports@mail.wvu.edu) or through [GroupMe](#) if after normal office hours (Monday through Friday 9:00am – 4:30pm)

The competitive sports office must be notified within 24 hours of any accidents or emergency situations that occur during the club travel.

While traveling all clubs should always act professionally, 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.

No alcoholic beverages or non-prescribed controlled substances shall be present or consumed by club sport members while traveling or participating in club sponsored events. Failure to abide by these rules and/or guidelines will subject the club sport and/or individual club members to disciplinary procedures.

Transportation Resources

Clubs are recommended to coordinate with the resources below when arranging vehicles for travel. It is the club's responsibility to ensure that all drivers are insured and licensed.

Rental Cars – Enterprise Rent-A-Car

- WVU has an agreement in place with Enterprise Rent-A-Car, that will give discounted rates. More information on this can be found [here](#). To obtain the discount code, a **club officer** must email club.sports@mail.wvu.edu.

Bus Transportation

- WVU Transportation Services can provide bus services for local and long-distance travel. Rates can be found on their website.
 - <https://transportation.wvu.edu/transportation/request-buses-for-event>

Absence Notification Letter

Clubs can request an absence notification letter by completing the [Absence Notification Letter Request Form](#) on the Club Sport Website. Please note that these letters do not automatically excuse you from academic work or attendance. It is at the professor's sole discretion if they will make exceptions for attendance or course work.

Communication

Email

The competitive sports office will use email as a method of communication with club sport officers. Clubs with questions should email club.sports@mail.wvu.edu and allow up to two

business days for a response. The club sports email is monitored Monday – Friday from 9:00am – 4:30pm.

Each week of the academic year, the competitive sports office will email club officers with a weekly club sports update. This will detail important updates and deadlines.

It is recommended that each club create a club sport email and share it with the competitive sports office.

GroupMe

GroupMe will be used by the competitive sports office to communicate quick updates and reminders with club sport officers. Club officers should use GroupMe to ask quick questions or notify of time sensitive updates, like practice or event cancellations. Longer questions should be addressed through email.

Club Sport Supervisor at Mylan

Moving forward there will only be athletic trainers at Club practices outside of the random roster checks. Clubs hosting an event can contact the on-site club sports supervisor through the Club Sports Mylan Park phone. The number for this phone is (304) 298 – 0900. This is to be used to communicate when the club needs assistance.

Mail

All clubs affiliated with the Club Sport Federation should have their mail sent to the Student Recreation Center (SRC). The address for the SRC is 2001 Kittie Blakemore Dr., Morgantown, WV, 26506. Each club has a mailbox associated with the club in the main office. Clubs will be notified in the club sports weekly email of when they have mail or packages.

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.

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.

Forms

It is the responsibility of clubs to understand what each form is and how/when they are to be submitted. An Important Club Sports Dates Document can be found on the club sport website. Below is a list of all of the club sport forms, what they are for, and where they are located.

Club Forms

- Absence Notification Letter Request
 - This is to request an Absence Notification Letter to be sent to professors for club travel. To learn more, view the [Travel Section](#) of this handbook.
- Club Sport Handbook Agreement Form
 - This is a document that one officer from each team must complete in the fall semester by the deadline specified on the form. This is used to ensure clubs have looked through and understand the Club Sports Handbook. Clubs also receive 5 tier points for completing this by the due date. The form is located on the last page of this handbook.
- Mid-Year Report
 - For clubs classified as competitive, this is completed at the end of the Fall semester and will recap the clubs progress through the first semester of the year. Clubs receive 5 points for completing this by the deadline.
- End of the Year Report
 - Both Competitive and Instructional/Recreational Clubs will complete this form at the end of the Spring semester and will recap the club's year. Clubs receive 5 points for completing this by the deadline.
- Injury Report Form
 - This form is to be completed by Safety Officers whenever an injury occurs during a club event when a club sport supervisor is not present. This form must be completed within 24 hours of the injury. It is located on the club sport website.
- Sponsorship Approval Form
 - Clubs will submit this form anytime they are working with an outside group for sponsorship. This form is then shared with Brand and Trademark Licensing for approval. You can find this on the club sport website.
- Budget Report Form
 - This form is completed by all clubs in the Spring Semester. This along with club's finish in the Tier System helps to determine the club's allocation for the next year.
- Coach/Instructor Agreement
 - This will be a form that will be signed by any club coach(es)/Instructor(s). This is a set of expectations that they are to follow. Completed forms are to be emailed to club.sports@mail.wvu.edu
- Practice Request Form
 - This form will be completed each semester to gather practice space requests for the next upcoming semester. This form will be sent out to clubs and can be found on the club sport website.

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Club 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 individuals' actions too.

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.

- Clubs are responsible for maintaining registration as a registered student organization with the Office of Student Engagement and Leadership.
- Clubs are responsible for determining membership numbers and the process for selection.
- Clubs are responsible for submitting travel paperwork for all events not at facilities overseen by Campus Recreation.
- Clubs are responsible for reporting all events and results.
- Clubs are responsible for working with the Competitive Sports Administration to establish a risk management plan for their club.
- 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 to help officers become better prepared for their experience and to provide answers to most of their questions.

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

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

- Ensure that the club has the organization and officers it needs.
- Maintain a current roster and waiver for each member of your club.
- Register your club with the Office of Student Engagement and Leadership.
- Ensure all paperwork is completed appropriately and on time.

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- Communicate policy changes, announcements, etc. from the Competitive Sports Program.
- Ensure risk management policies are created, reviewed, and upheld.
- Plan appropriately for travel and work with the business staff to do so in a timely manner.
- Develop and present budget requests for allocation purposes.
- Use social media and marketing strategies to grow interest in your club.
- Prepare and develop future club officers.
- Consistently complete forms by set deadline(s).
- Seek out fundraising and community service projects for your club.

Each Club must elect at a minimum, a president, vice-president, treasurer, secretary, and two safety officers. Other specific officer positions may be indicated in the club's constitution. The following is a list of suggested duties for student leaders. Individual clubs should identify the responsibilities of each officer in their constitution.

President

- Serve as the liaison between club and WVU Campus Recreation.
- Communicate and enforce all Club Sport policies and procedures to all club members.
- Coordinate with other officers for monthly club sport officer meeting attendance.
- Monitor and respond to club sport emails daily.
- Seek approval for club business. Examples: purchases, community service, travel, etc.
- Responsible for coordinating submission of club sport forms.
- Conduct yearly elections for officer positions.
- Lead officer transitions to new officers every year.
- Delegate responsibilities to involve other club officers.

Vice-President

- Preside over club meetings and business during the president's absence
- Assist in coordination of form completion.
- Keep an inventory of club equipment.
- Arrange club travel and promotion
- Notify the competitive sports office of any changes to the club schedule.
- Assist in officer transition to new officers every year.

Treasurer

- Collect dues, maintain an accurate record of all accounts and keep receipts to document income & expenses.
- Work with president to complete annual budget report.
- Responsible for completing club forms relating to financial responsibilities
- Complete bank transfer process annually.

Secretary

- Keep accurate records of club activities to be submitted in weekly and/or monthly reports.
- Submit Community Service and Campus Involvement forms
- Monitor club membership roster and ensure it meets club sport requirements
- Responsible for getting all club members to join the club's DSE page.
- Maintain all documentation (notes, emails, memos) of club meetings.

Safety Officer

- Have active CPR, First Aid, AED Certification on file with competitive sports office.
- Check safety standards of club equipment
- Create and maintain the club's emergency action plan
- Ensure club's emergency action plan is on file with competitive sports office
- Ensure that injury report forms are completed within 24 hours of club member injury.
- Be present at all club activities and travel.

Officer Transition Process

Each club should have a process in place for hosting elections to select the club's next officers. Clubs are also encouraged to have a process in their constitution for removing officers for not meeting the club's expectations.

To ensure a successful transition, outgoing and incoming officers should follow the steps below and reference the Officer Transition Checklist.

- Provide access to all club records, club email account log-in, and club equipment inventory to new officers.
- Review all financial records.
- Update signing authority at the bank.
- Review all forms including last year's budget allocations and end of year report.
- Review the Club Sports Handbook and highlight important deadlines, training dates, and administrative requirements.
- Update WVU Engage and designate new administrative privileges.
- [Complete the Officer Transition Form on the Club Sport Website.](#)

Coaches/Advisors

It is recommended that all clubs add into their constitution a process for the addition and removal of coaches and advisors. These decisions are left to the sole discretion of the club.

Coaches

Club Sport coaches are selected by the club to improve its performance and its members' skill. 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

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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 club's management/administration.** Coaches are responsible for being aware of and upholding the following guidelines:

- Each coach must complete the Coaching/Instructor Agreement.
- It is recommended that all coaches purchase their own personal medical/liability insurance.
- The coach must be aware of and follow all University and departmental procedures relative to the Club Sport program.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Coaches must be recommended by Club members and must submit a Coaching/Instructor Agreement each academic year to the coach. Continuation of coaching status is not automatic.
- Coaches must be listed on the club roster and be willing/able to provide photo identification when asked by Competitive Sports staff.
- Student Coaches must abide by all the above policies to become a coach and understand that they are not a member of the club.

Advisors

All clubs must have a WVU faculty or staff member as a club advisor. Having an advisor strengthens the group and encourages continuity. In many instances the competitive sports professional staff can act as the club advisor; however, clubs are encouraged to find a WVU

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faculty/staff member to fill the role. 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. The advisor is not responsible for speaking on behalf of the club, preparing paperwork and documentation, or recruiting 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 help the officers and members develop the club.
- Club Sport Officers and the WVU Campus Recreation reserve the right to remove an advisor from the position if necessary.

Officer/Advisor Removal Process

Each club within the club sports federation must follow the procedure below for removing club officers or advisors from their roles during the year.

Officers

If voting members of the club wish to remove an officer from their role, they must do the following.

- At least three voting members of the club must inform the club advisor of their desire to remove the club officer. It is the advisor's responsibility to keep these members' names anonymous.
- Members must state in writing the reasoning for removal of the officer
 - Reasons for removing officer must meet one of the following criteria
 - Actions of officer harm club's reputation
 - Actions of officer violate club policies
 - Actions of officer violate WVU policy or State/Federal Laws
- It is then the advisor's responsibility to hold a vote amongst the club's eligible voting membership. This vote must take place within one week of notification of desire to remove officers. The club advisor must also notify the competitive sports office of the upcoming vote.
 - The exception to this is one week not being enough time to call a vote of members due to university breaks.

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- Club Officers are not to be involved in the counting of votes.
 - Members may abstain from voting
- When a vote is called for removal of an officer, the membership must vote on all officer positions.
 - If an officer receives 2/3rds of the vote for removal, their position becomes vacant.
- When an officer's position becomes vacant, the advisor will then hold an election for the open position(s). Elections will be held until all positions are filled.
 - The officer removed from the position is not eligible to run for reelection for any officer position that year.
 - Changes in club officers must be reported to the Competitive Sports Office and Student Engagement and Leadership.

If the club's advisor is not available to hold the vote/election, the members should contact the competitive sports office to fill the role of the advisor.

Advisors

If voting members of the club wish to remove the club advisor, they must do the following.

- At least three voting members of the club must inform the club president of their desire to remove the club advisor. It is the president's responsibility to keep these members' names anonymous.
- Members must state in writing the reasoning for removal of the advisor.
 - Reasons for removing advisor must meet one of the following criteria
 - Actions of advisor harm club's reputation
 - Actions of advisor violate club policies
 - Actions of advisor violate WVU policy or State/Federal Laws
- It is then the club officers' responsibility to hold a vote amongst the club's eligible voting membership. This vote must take place within one week of notification of desire to remove the club advisor. Club officers must also notify the Competitive Sports office of the upcoming vote.
 - The exception to this is one week not being enough time to call a vote of members due to university breaks.
 - The club advisor is not to be involved in the counting of votes.
 - Members may abstain from voting
- If an advisor receives 2/3rds of the vote for removal, their position becomes vacant.
 - It is then the responsibility of the club to find a new advisor.
 - The competitive sports office can serve as a temporary advisor until clubs find another WVU Faculty/Staff member to fill the role.
 - Changes in advisors must be reported to the Competitive Sports Office Staff and Student Engagement and Leadership

If club officers are not holding the vote to remove advisor, please contact club.sports@mail.wvu.edu.

Campus Recreation may remove club officers or advisors at any time for breaking WVU policies and/or State/Federal laws.

Risk Management

Safety Officer Guideline

All clubs must have at least two safety officers on file with the competitive sports office. Safety officers can be any member of the club or the club's coach/instructor. The safety officer must maintain an active First Aid, CPR, and AED certification from an accredited organization. This certification must be submitted to the competitive sports office for approval. Safety Officers must bring a government ID to each club event.

All clubs must have safety officers at practices and home competitions according to their risk level. If the minimum number of safety officers is not met, the club cannot practice/play. This will be enforced by the competitive sports staff on site.

- R1 – Minimal Risk – No safety officers required to attend
- R2 – Moderate Risk – 1 safety officer required to attend
- R3 – Average Risk – 1 safety officer required to attend
- R4 – High Risk – 1 safety officer required to attend

At least one Safety Officer must travel whenever a club is traveling, there is no exceptions to this. Before traveling, safety officers are responsible for checking out an emergency response bag and appropriate away event form from the competitive sports office.

- Safety Officers must sign the bag in and out with competitive sports staff. To schedule a pickup time, email club.sports@mail.wvu.edu.

While traveling, the Safety Officer(s) is responsible for attending to all injuries in which more advanced medical personnel (Athletic Trainer, EMT, etc.) cannot attend to. Safety Officer(s) are also responsible for gathering the host organization contact information to put into the DSE event form in case competitive sports staff must reach out to them.

Safety Officers are responsible for the completion of the [Injury Report Form on the Club Sport Website](#). This form is to be completed when a club sports supervisor does not tend to the injury. This form must be completed within 24 hours of the injury.

Risk Levels

Risk Level 1

- Collegiate Gaming

Risk Level 2

- Badminton, Cricket, Dance, Figure Skating, Golf, Hip Hop Dance, Pickleball, Tennis, Track

Risk Level 3

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- Archery, Baseball, Men's Basketball, Women's Basketball, Climbing, Cycling, English Equestrian, Western Equestrian, Fencing, Field Hockey, Outdoor Adventure, Powerlifting, Roller Derby, Men's Soccer, Women's Soccer, Softball, Swim, Ultimate Frisbee, Men's Volleyball, Women's Volleyball, Weightlifting

Risk Level 4

- Boxing, Cheerleading, Fishing, Gymnastics, Men's Ice Hockey, Women's Ice Hockey, Men's Lacrosse, Women's Lacrosse, Paintball, Rowing, Men's Rugby, Women's Rugby, Ski, Water Ski & Wakeboarding

Severe Weather

The Competitive Sports Program will decide regarding club practice by 3:00pm 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 3:00pm on the day of practice.

Cold Weather Policy

Regarding winter weather: Anything above 25 degrees is acceptable for outdoor practices with no restrictions. This also factors in the windchill. Outdoor practices have the following restrictions when it is below 25 degrees:

- 16-25 degrees: Athletes must be allowed to rewarm inside every 20-30 minutes
- 15-1 degrees: Practice is limited to a maximum of 1 hour
- 0 and below: No outdoor practices

Classification System

Classifications

The Club Sport Federation at West Virginia University is comprised of three different tiers: Competitive Gold, Competitive Blue, and Instructional/Recreational. Each club is divided amongst different tiers dependent upon the qualifications of each tier, outlined below.

Competitive

- Criteria
 - Must be competitive in nature. The primary purpose is to develop and display athletic ability in the context of competition.
 - Must have a nationally recognized governing body or league on file with the competitive sports office.
 - Clubs competing in team-oriented ways must compete against other universities in a league either through the governing body (sanctioned league) or clubs at

nearby institutions (nearby is defined as in a boarding state) a minimum of 4 (4) competitions per academic year.

- Postseason competition/tournaments will count as four (4) competitions.
 - All competitions must be reported to the competitive sports office.
- Clubs competing in individual-oriented ways must compete against individual(s) and/or team(s) from a different higher education institution within collegiate recreation in at least three (3) competitions per academic year.
 - Postseason competition/tournaments will count as three (3) competitions.
 - All competitions must be reported to the competitive sports office.
- Expectations
 - Advisors and Coaches must attend mandatory meeting
 - Must have representation at all Club Officer Meetings – 3 per semester
 - Must become a registered vendor with West Virginia University and able to receive reimbursements
 - Club membership must consist of 100% students
 - Must submit full league schedule by specified due dates on [Important Club Sports Dates Document](#)
- Other
 - Minimum allocation of \$2,500
 - Has higher reservation priority than Instructional/Recreational clubs
 - Potential access to additional post season funding
 - Dependent on funding being left over from the Fiscal Year
 - Post Season funding, if available, will be distributed via reimbursement

Instructional/Recreational

- Criteria
 - May or may not be competitive in nature.
 - No minimum limit to the number of competitions.
- Expectations
 - Club membership must consist of 80% students.
 - Advisors and Coaches must attend mandatory meetings.
 - Must have representation at two (2) officer meetings per semester.
 - Must become a registered vendor with West Virginia University and able to receive reimbursements.
- Other
 - Has lower priority to reserving space than Competitive clubs.
 - Does not have access to Post Season funding if it is available.

Tier Systems

Clubs are evaluated each year on various items that help determine their tier status, corresponding application amount for budget allocation, and 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

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provide specific benefits to clubs who are more successful in the categories listed below. All points earned will reset at the beginning of each academic year.

The Tier System for the Club Sports Federation is split up into two Tier Systems, Competitive Tier System and Instructional/Recreational Tier System. This is to match the Classifications listed above.

Competitive Tier System

The Competitive Tier System consists of three tiers, Tier 1, Tier 2, and Probation. The Competitive Tier System will have a maximum of 155 points. Clubs are required to reach 65 points per year to remain in the competitive classification. Failure to reach 70 points will result in the club being either removed from the club sports federation or being re-classified as an instructional/recreational club.

Tier 1 Criteria

- To reach Tier 1 in the Competitive Tier System a club must gain 115 points or higher.
- Clubs meeting the requirements for Tier 1 in the Competitive Gold/Blue Classifications can request allocation over \$2,500 but are guaranteed a minimum of \$2,500.

Tier 2 Criteria

- To reach Tier 2 in the Competitive Tier System a club must gain at least 90 points.
- Clubs meeting the requirements for Tier 1 in the Competitive Gold/Blue Classifications can request allocation up to \$2,500.
- Failure to meet the requirements for Tier 2 of the Competitive Tier System will result in the club being placed on probation.

Probation

- Clubs with a competitive classification in probation will receive a maximum \$500 allocation.
- Clubs have one year to get out of probation, failure to meet minimum requirements for Tier 2 in consecutive years will result in one of two options.
 - The club will be removed from the competitive classification and placed in the instructional/recreational classification.
 - Clubs choosing this option will start in probation of the instructional/recreational classification tier system.
 - Clubs must have two consecutive years of instructional/recreational Tier 1 status to rejoin the competitive classification.
 - The club will be removed from the Club Sports Federation.
- A club in probation
 - Must complete all administrative requirements (purchasing forms, community service forms, event forms, consent forms, budget proposals, etc.)
 - Will not receive an allocation.

- Can request facility space for practices and events but will not receive top priority
- Events will be confirmed 3 weeks before the date if no club in good standing requests the space.
- Can travel and compete if administrative requirements are met.
- Can appeal the decision of probation due to not meeting tier requirements. To appeal the decision, the club must email club.sports@mail.wvu.edu with the following.
 - A detailed list of all the items the club would be planning to purchase with next year's allocation.
 - This needs to include a description of the item(s), vendor(s) item(s) will be purchased from, a link to the website for the item(s) if possible, quantity of the item(s), cost per item(s), and total cost of all items.
 - A document detailing why the club should not have lost access to allocation for the year and should not be on probation.
- Appeals will be reviewed by Competitive Sports Administrators, the Associate Director of Campus Recreation, and the Director of Campus Recreation.

Competitive Tier System Points Breakdown

General Category – Required Points 35, Maximum Points Available 35

Each administrative task from this category is worth 5 points if submitted by the deadline.

- Club Sport Officers must join team on DoSportsEasy by August 22, 2025
- Handbook Agreement – Due date September 5, 2025
 - One submission required per club
 - This will be found on the last page of this handbook
- Final Fall Roster Due on DSE September 19, 2025
- Mid-Year Report Submission – Due December 5, 2025
 - This can be found on the club sport website
- Final Spring Roster Due on DSE February 27, 2025
- Budget Report – Due April 2, 2025
 - The Competitive Sports Administration will send out the outline of expectations on what is needed and will follow-up to schedule a meeting if needed.
- End of Year Report – Due April 24, 2025
 - This form can be found on the club sport website.

Officer Meeting Category – Required points 20, Maximum of 20 points available

Each club will receive 5 points for two club officers attending. Clubs receive 2.5 points if one club officer attends. There is one meeting per semester.

Revenue Generation– Required points 0, Maximum of 10 points available

Clubs will submit Fundraising information by submitting an event in DSE. Once the fundraiser is complete, you can put the final amount in the report section of that fundraiser event on DSE.

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- \$100-\$999 – 2 points
- \$1000 - \$1999 – 4 points
- \$2000 - \$2999 – 6 points
- \$3000 - \$3999 – 8 points
- \$4000 or more – 10 points

Home Club Activity – Required points 0, Maximum of 20 points available

A Home Club Activity is defined as an event in which the club is showcasing their primary club activity.

- Hosting a competition against another team – 2 points
- Hosting a tournament (minimum of 3 visiting teams) - 5 points
- Hosting a clinic, or participating in WVU Athletic gameday events – 1 point
 - Clinics or WVU Athletic Gameday Events will not be counted for Home Club Activity if its primary function is fundraising money.

Travel – Required points 0, Maximum of 10 points available

Clubs will receive 2 points per travel submitted in DSE by the deadline, up to a maximum of 10 points. For more information on club travel, please view the [Travel Section](#) of this handbook.

Community Service – Required points 10, Maximum of 25 points available

Community service requires club members to participate in an activity that is beneficial to other individuals and does not solely rely on financial contributions. Any activity that solely relies on financial donation will be considered charity and will not be counted as community service. Competitive Sports encourages club sport organizations to participate in community service and make donations when possible. The tier system will only take community service into account. Please view the [WVU iServe website](#) as a great place to start looking for community service opportunities.

All clubs are required to complete one community service event each semester. Each event should be a minimum of two hours in length and at least 50% of the club's members should be in attendance. If the club's roster is more than 30 individuals, then at least 15 members need to attend the event.

Clubs will receive 5 points for the first community service event of each semester and 2.5 points for each event after.

Community Service points are gained by submitting the community service events on DSE and completing the report once the event is complete.

Campus Involvement - Required Points 5, Maximum of 30 points available

Clubs classified as competitive are required to complete one campus involvement event per year. Campus involvement includes the following.

- Workshops or Trainings offered on the WVU campus

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- This excludes annual registration workshops and trainings
- Campus Volunteering Opportunities
- Student Organization Tabling Fairs
- Participating in intramural sport scrimmages

Clubs will receive 5 points for each event. Club must submit these as an event on DSE and put the contact of the representative in charge of event in the report section of the event form on DSE.

Post Season – Required Points 0 points, maximum of 5 points available

Clubs or its members that are competing and qualify for a regional tournament will receive 2 points. Clubs or its members that are competing and qualify for national tournaments will receive 3 points. To receive points for this category, clubs must submit the travel for these events in DSE with the name of the “Regional” or “Nationals” in the title.

Strikes

Strikes are worth negative points; clubs are given strikes for the following.

- Club not notifying the competitive sports office of canceled practices and no-showing practice.
- Clubs do not meet requirements for community service or campus involvement.

Clubs will receive 1 strike per instance. For every 3 strikes that , they will be subtracted 1 point from their tier system total.

Instructional/Recreational Tier System

The Instructional/Recreational Tier System consists of three tiers, Tier 1, Tier 2, and Probation. The Instructional/Recreational Tier System will have a required 65 points and a maximum of 130 points. ***Clubs are required to reach 60 points per year to remain in the Instructional/Recreational classification. Failure to reach 50 points will result in the club being removed from the club sports federation.***

Tier 1 Criteria

- To reach Tier 1 in the Instructional/Recreational Tier System a club must gain 80 points or higher.
- Clubs meeting Tier 1 requirements in the Instructional/Recreational Classification will receive \$1000 of allocation.

Tier 2 Criteria

- To reach Tier 2 in the Instructional/Recreational Tier System a club must gain 60 points or higher.
- Clubs meeting Tier 2 requirements in the Instructional/Recreational Classification will receive \$500 of allocation.

- Failure to meet the requirements for tier 2 of the Instructional/Recreational Classification will result in the club being placed on probation

Probation

- Clubs with an instructional/recreational classification in probation will not receive an allocation.
 - Clubs have one year to get out of probation, failure to meet minimum requirements for Tier 2 in consecutive years will result in removal from the Club Sports Federation
- A club in probation
 - Must complete all administrative requirements (purchasing forms, community service forms, event forms, consent forms, budget proposals, etc.)
 - Will not receive an allocation.
 - Can request facility space for practices and events but will not receive top priority
 - Events will be confirmed 3 weeks before the date if no club in good standing requests the space.
 - Can travel and compete if administrative requirements are met.
 - Can appeal the decision of probation due to not meeting tier requirements. To appeal the decision, the club must email club.sports@mail.wvu.edu with the following.
 - A detailed list of all the items the club would be planning to purchase with next year's allocation.
 - This needs to include a description of the item(s), vendor(s) item(s) will be purchased from, a link to the website for the item(s) if possible, quantity of the item(s), cost per item(s), and total cost of all items.
 - A document detailing why the club should not have lost access to allocation for the year and should not be on probation.
 - Appeals will be reviewed by Competitive Sports Administrators, the Associate Director of Campus Recreation, and the Director of Campus Recreation.

Instructional/Recreational Tier System Points Breakdown

General Category – Required Points 25, Maximum Points Available 25

Each administrative task from this category is worth 5 points if submitted by the deadline.

- Club Sport Officers must join team on DSE by August 22, 2025
- Handbook Agreement – Due date September 5, 2025
 - One submission required per club
 - This can be found on the last page of this handbook
- Final Fall Roster – Due on DSE by September 19, 2025
- Budget Report – Due April 22, 2026
 - The Competitive Sports Administration will send out the outline of expectations on what is needed and will follow-up to schedule a meeting if needed.

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- End of Year Report – Due April 24, 2026
 - This can be found on the club sport website

Officer Meeting Category – Required points 20, Maximum of 20 points available

Each club will receive 5 points for two club officers attending. Clubs receive 2.5 points if one club officer attends. There is one meeting per semester.

Fundraising – Required points 0, Maximum of 10 points available

Clubs will submit Fundraising information by submitting the Fundraising event on DSE and then put the final amount raised in the report section of that event on DSE.

- \$100 – \$199 - 2 points
- \$200 – \$299 - 4 points
- \$300 – \$399 - 6 points
- \$400 – \$499 - 8 points
- \$500 or more - 10 points

Club Activity Event – Required points 0, Maximum of 30 points available

A Club Activity Event is defined as an event in which the club is showcasing their primary club activity.

- Hosting an event – 2 points
 - Not during practice hours
- Traveling for an event – 2 points
 - Travel events must be submitted on DSE by the deadline to earn points. For more information on club travel, please view the [Travel Section](#) of this handbook.

Community Service – Required points 10, Maximum of 25 points available

Community service requires club members to participate in an activity that is beneficial to other individuals and does not solely rely on financial contributions. Any activity that solely relies on financial donation will be considered charity and will not be counted as community service. Competitive Sports encourages club sport organizations to participate in community service and make donations when possible. The tier system will only take community service into account. Please view the [WVU iServe website](#) as a great place to start looking for community service opportunities.

All clubs are required to complete one community service event each semester. Each event should be a minimum of two hours in length and at least 50% of the club's members should be in attendance. If the club's roster is more than 30 individuals, then at least 15 members need to attend the event.

Clubs will receive 5 points for the first community service event of each semester and 2.5 points for each event after.

Community Service points are gained by submitting the event on DSE. Once the event is complete, you must put the final details in the DSE report along with the name of the representative that oversees the event.

Campus Involvement - Required Points 10, Maximum of 20 points available

Clubs classified as competitive are required to complete one campus involvement event per semester. Campus involvement includes the following.

- Workshops or Trainings offered on the WVU campus
 - This excludes annual registration workshops and trainings
- Campus Volunteering Opportunities
- Student Organization Tabling Fairs
- Participating in intramural sport scrimmages

Clubs will receive 5 points for their first event of the semester and then 2.5 points for each event after. Club must submit these events on DSE and provide the contact person that is in charge of the event in the report section to earn points.

Strikes

Strikes are worth negative points; clubs are given strikes for the following.

- Club not notifying the competitive sports office of canceled practices and no-showing practice.
- Clubs do not meet requirements for community service or campus involvement.

Clubs will receive 1 strike per instance. For every 3 strikes that, they will be subtracted 1 point from their tier system total.

Financial Information

Allocated Funds vs 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 club's account carry over from year to year. Allocated funds do not carry over from year to year. Allocated funds must be requested to be used by a certain date. This date can be found in the [Important Club Sports Dates Document](#).

How To Use Allocated Funds

Clubs need to complete their supplier registration and sign the agreement each year for their 501c3 in order to obtain their allocation. For reimbursement to be completed and the club to receive a reimbursement check, the club must do the following.

- Be a registered supplier with West Virginia University. For more on how to do this, please see the [Supplier Registration](#) section of this handbook.
- Clubs must have itemized receipts for proof of purchase.
 - An itemized receipt must include the following information
 - Name of Merchant
 - Address/Phone # (at least one way to contact the merchant)
 - Description of each item purchased
 - Price for each item purchased
 - Tax for the taxable items, if applicable
 - Grand Total
 - Date of Purchase
 - Method of payment

Please note, that it can take around 45 days from approval of reimbursement request in WVU system for payment to be released to the club. Reimbursement for travel-related purchases must be approved by the university before reimbursement requests can be approved.

Allowable purchases with allocated funds

- Equipment – must stay with the organization
- Uniforms to be used for multiple years – must stay with the organization
 - [Branded uniforms must be approved by Brand and Trademark Licensing](#)
- League Dues
- Tournament Registration
- Officials paid through an organization
- Rental Cars/Buses/Airfare
- Lodging

Unallowed purchases with allocated funds

- Personalized equipment or uniforms – all items must stay with the organization
- Charitable contributions
- Gifts (including to coaches and volunteers)
- Alcoholic beverages
- Gas

Unallowable purchases with off-campus accounts

- Alcoholic beverages
- Charitable contributions

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Disciplinary Guidelines

Disciplinary Process

Complaints may be considered against a club for any action in violation of the Competitive Sports Policies and Procedures, the University's Policies and Regulations concerning Club Sports, Federal and State Law, and/or a violation of the Campus Student Conduct Code (whether committed by the club, by club representatives, or club members involved in a club function). Proven violations are grounds for penalties to be assessed against the club. The disciplinary process is outlined as follows:

Complaints received by Campus Recreation will be referred to the Competitive Sports Staff for an investigation and ruling. The Competitive Sports Staff shall notify the club verbally or in writing that a complaint has been made and may suspend club activities in certain cases until the investigation is complete. When a complaint is referred to the Competitive Sports Staff, written statements may be obtained from the complainant, accused club, witnesses, and any other person(s) deemed appropriate.

In addition to the written statement, verbal conferences should be conducted with the complainant, accused clubs, witnesses, any other person(s) deemed appropriate, and the Executive Board. After investigating, the Competitive Sports Staff shall make a ruling based on the evidence collected during the investigation, keeping within the penalties as listed in the sections below. The Club Sports Staff shall notify the club in writing of the ruling.

Fines

Fines will be issued to clubs for failing to comply with Competitive Sports Policies. The Fines that can be placed on the club are as follows. These fines will be taken out of the club's allocation. If a club has no allocation remaining, the fine will be assessed on to the next year's allocation. Fines accumulating over next year's allocation will be waived and the club will be placed on probation for the next year.

Failure to report travel to club sports office

- First offense – warning to club
- Each offense after - \$50 fine

Failure to attend required officer meetings and semester check-ins

- Competitive Clubs
 - Failure to attend officer meetings for the academic year
 - One (1) to three (3) missed meetings – no fine
 - Four (4) to six (6) missed meetings
 - \$50 fine assessed for each missed meeting
- Instructional/Recreational Clubs
 - Failure to attend officer meetings for the academic year
 - One (1) to two (2) missed meetings – no fine

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- Three (3) to four (4) missed meetings
 - \$50 fine assessed for each missed meeting

Disciplinary Actions

If a Club commits an action that the Executive Board, Competitive Sports Staff, or Appeals Committee finds suitable for disciplinary action, the following may be possible punishment:

- Suspension from the Campus and University for a specified period
- Suspension from specified University facilities
- Allocated funds may be frozen
- Warning for suspension
- Loss of Allocation Funding
- Loss of Points for the Tier System
- Adjustment to a Club's standing in final Tier System placement
- Probation for a specified period, under specific terms and penalties
- Removal from the Club Sports Federation

Recommendations of continued review by the Director of Campus Recreation and/or the University, the results of which will not be subject to further disciplinary action by the Federation

Please note that more than one punishment can be levied against the club or individual for actions that are found to justify disciplinary action.

Warning:

A warning will most likely accompany another disciplinary action that the Club Sports Federation Executive Board finds necessary. The club will be given the warning for a first-time, low-level offense. The club will be given time to correct the issue. If the club does not fix the issue, the club may be placed on Probation.

Probation:

A club may be placed on probation due to committing a high risk infraction, multiple infractions or offense not stated above that the Club Sports Federation Executive Board decides is a severe action. The club will be at risk for Suspension if another infraction occurs. The club may be given other disciplinary action by Campus Recreation or the Club Sports Federation.

Suspension:

A club placed on Suspension will no longer be an active member of the Club Sports Federation (therefore, the club will not receive any benefits from Campus Recreation).

Removal:

A club that is removed will no longer be part of the Club Sports Federation and will have to go through the full application and approval process in order to rejoin the CSF after set date. The Appeals Board may set a date when the club is eligible to reapply.

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Types of Infractions

There are two categories of infractions: administrative and behavioral. The lists below for each type of infraction should not be considered exhaustive, and outcomes listed assume a first-time infraction.

Administrative Infractions

Potential for Automatic Removal – Include but not limited to:

Breaking the policies set forth by WVU Student Conduct Codet including but not limited to hazing and discrimination.

Violations may subject individual Club members and/or the entire club to sanctions up to and including dismissal from club membership, discipline through WVU Office of Student Rights and Responsibilities, or removal from the Club Sport Federation.

Use of alcohol and/or non-prescribed controlled substances during club activities or functions (symbols, graphics, terminology or products in association with Club promotion/publicity avenues, fund-raising projects, or club-sponsored events).

Major Infractions/High Risk – Include but not limited to:

- Failure to fulfill the following responsibilities could result in the club being inactive or placed on probation:
 - Missing Medical Waivers
 - Allowing ineligible individuals to participate in club activities.
 - Failure to control irresponsible acts or failure to discipline could result in inactive status or disciplinary action for the entire Club Sport.
 - Any member, fan or spectator of the club at any event or practice.
 - A club committing multiple minor infractions
 - Misuse use of club funds
 - Failure to submit any University Paperwork (travel forms, waivers, coach/instructor forms, etc.)
 - Not getting approval for logos and trademarks
 - Traveling without submitting a form is against Risk Management policies

Minor Infractions – include but not limited to:

- Failure to meet Tier System deadlines
- Failure to clean up fields/facilities after events
- Use of non-approved Campus Recreation facilities

Behavioral Infractions

- Unsportsmanlike behavior
- Destruction of property
- Misuse of Recreational Facilities

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- Inappropriate club activities
- Alcohol and Drugs Issues
- Any part of traveling to or from an event
- At event site with the area of the site
- At any lodge the club is staying at
- On West Virginia University Property
- On site – before, during or after practices or home events
- While wearing Club Sports Apparel
- Hazing
- Sexual Misconduct
- Breaking any University or Campus Recreation policy on member conduct

Appeals

The following steps can be used for appealing disciplinary decisions. The club will be notified of disciplinary action and if they have the opportunity to appeal the decision.

Pre- Meeting

The Club Officers must submit an email to club.sports@mail.wvu.edu stating intentions to appeal against the decision.

The club will be asked to submit a detailed document describing why they feel the club should not face disciplinary action, how the club will prevent similar incidents from happening, what the club thinks is an appropriate disciplinary action for the misconduct, and any other information the club feels is necessary.

The appeal committee made up of Competitive Sports Administrators, and Campus Recreation Leadership will then review the information.

Meeting

Competitive Sports Administrators will meet with club officers. The Administrators will walk through the offenses and the disciplinary actions given to the club. The submitted materials provided by the club will be presented to both parties and reviewed. Administrators will be able to ask questions about materials and at the end will ask if the club would like to share any more information.

No decisions on the appeal will be made during this meeting.

Post – Meeting

Competitive Sports Administrators will take all notes from the meeting back to the appeals committee and come to a decision. The club will be notified by Competitive Sports Staff of the decision by email.

Hazing

The Student Conduct Code and Discipline Procedure for the main campus of WVU defines hazing as:

“Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization the members of which are primarily students. Hazing includes but is not limited to, acts of a physical nature, such as whipping, beating, branding, required consumption of any food, liquor, drug, or other substance, or any other required physical activity which may reasonably be deemed to adversely affect the physical health and safety of the person or persons so treated, and includes any activity that would subject the person or persons so treated to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, required conduct that could result in extreme embarrassment, or any other required activity that may reasonably be deemed to adversely affect the mental health or dignity of the person or persons so treated, or any willful destruction or removal of public or private property. Hazing, whether with or without another’s consent, is prohibited.

Hazing violations subject both the organization and the individuals involved to institutional disciplinary action. In addition, hazing is a misdemeanor criminal offense under West Virginia law.

More information can be found regarding WVU hazing policy and procedures here:

<https://police.wvu.edu/clery-act/hazing-transparency-and-reporting>

If hazing does occur all members of the Club Sports community should report it promptly to the Competitive Sports staff and WVU Police Department (304-293-3136) or the WVU Office of Student Rights and Responsibilities (304-293-8111).

Alcohol

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 ensure 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**

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violation of having alcoholic beverages on University property and WVU Police will be called as needed.

Branding, Marketing, Social Media, and Digital Communications

Branding and Trademark Licensing Approval

It is the mission and goal of the WVU Brand and Trademark Licensing office to ensure the WVU brand is represented in the best possible way. As a recognized WVU club sport, you have the privilege of using the WVU brand and approved logos to represent the University. The WVU Brand and Trademark Licensing office wants to help your club by leveraging the WVU brand. Primarily, our office is here to assist your club in ordering uniforms, equipment and gear with well-established licensed companies using the WVU brand.

It is required that all club sports receive WVU Brand and Trademark Licensing approval for all apparel, including uniforms, training gear and promotional products. Use of WVU marks without approval from the WVU Brand and Trademark Licensing office may result in sanctions against your club by Campus Recreation. Campus Recreation and WVU Brand and Trademark Licensing work together to ensure approvals are attained and brand standards are followed.

A full reference to WVU protected marks and verbiage can be found here.

Ordering Products and Apparel - 4 easy steps

Visit the WVU Brand and Trademark Licensing website to start an order for [WVU branded products](#).

1. Select a WVU [licensee](#).
2. Work with the licensee on the design for your order that meets WVU brand standards.
3. Submit a [Product Request Form](#).
4. Designs are reviewed/approved by WVU Brand and Trademark Licensing – any changes will be communicated directly with licensed company.

If the company you are working with does not appear on the WVU licensee list, please reach out to the Brand and Trademark Licensing office on how to proceed. If you need assistance with getting started, contact the Brand and Trademark Licensing Office directly at trademarklicensing@mail.wvu.edu.

Club Sports Brand Standards

Must use a WVU licensed company. For a list of licensees, please visit the [WVU Brand and Trademark Website](#). Product color should be gold, navy, white or grey. Front design needs to have WVU branding plus the name of the club sport. WVU branding should be in Helvetica Neue font and may consist of the Flying WV, “West Virginia University”, “WVU”, “Mountaineer”,

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or “Mountaineers”. Verbiage should be placed below the Flying WV or to the right of the Flying WV. Helvetica Neue typographical emphasis such as all capitalization, bold, heavy, and italicized is acceptable.

If the club sport is a varsity sport at WVU, the word “club” must be included with the sport name. For example, “men’s club soccer” or “club tennis” vs “hockey” or “softball”. Competition uniforms do not need to include the club sport name but must include the WVU Campus Rec Club Sports logo as required by WVU Campus Recreation.

Any creative or supportive designs that meet branding standards can be placed on the back of the apparel. Designs should be positive in nature and cast a good light on WVU. No inappropriate language or references to drugs, alcohol, gambling or firearms are permitted. Designs cannot use trademarks from other entities or derivatives of those marks. Contract printing is not permitted (blank products that are taken to a licensee to be embellished using WVU marks).

Competition Uniforms — Club Sports Logo

Uniforms need to be gold, navy or white. Grey jerseys can only be utilized as an alternate if you have gold, navy and white. Competition uniforms do not have to include the word “club” or the name of the sport.

WVU Campus Recreation has required the use of the Club Sports logo for all competition uniforms. The placement and location of the WVU Campus Rec Club Sports logo can be on the front, back or sleeve of the uniform. The WVU Campus Rec Club Sports logo can be used on other products not intended for competition.



Note, all other apparel/equipment must include the WVU brand and the club’s sport name to meet WVU brand standards as outlined under the section Club Sports Brand Standards. The club sports logo and variations of the logo can be obtained from the club sport administration.

Sponsorships

If the product being ordered includes sponsor logos and you must receive sponsorship approval from the WVU Brand and Trademark Licensing office. Sponsorships can be listed on the Product Request Form. Sponsorships may not conflict with University sponsors. Sponsorship cannot appear on the product if the product is being sold.

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If sponsorship logos will be on apparel, it should go on the sleeve when possible. If there are three or more sponsors, logos may appear on the back, but no WVU branding is permitted along with the sponsor logos, unless a WVU department is a sponsor. Sponsors should be in alphabetical order unless placement is based on level of sponsorship. If a WVU program is a sponsor, WVU logo should appear at the top, unless it isn't appropriate based on sponsorship level.

Social Media and Websites

All club sports must follow the universities social media guidelines, which can be found on the [university relations website](#).

You may use approved WVU marks for your social media profiles and profile pictures. If you plan to use the Flying WV logo in your profile picture, use the correct Flying WV logo and make sure the verbiage below the Flying WV is visually centered. The Flying WV should not have any verbiage behind it and should have proper protective space around it.

Make sure the name of your social media profile is consistent with your name registered through Campus Recreation and WVU Engage. Clubs will now be required by September 15, 2023, to include one of the following statements below in their social media bios and on the home pages of their websites.

- WVU Club Sport supported by WVU Campus Recreation
- Club Sport supported by WVU Campus Rec

This statement is now required to show that the club is supported by WVU Campus Recreation.

Best Practices

Start the process early. Contact the WVU Brand and Trademark Licensing office for assistance or to attain first steps.

Use a WVU licensed company, you cannot place an order without WVU Brand and Trademark Licensing approval.

Follow WVU brand standards for Club Sports.

Remember to submit a [Product Request Form](#).

Before promising sponsorships, please check with the Brand and Trademark Licensing office.

You can download the correct Flying WV logo and brand elements [here](#).

Visit the [brand and trademark licensing website](#) for ordering and branding information.

Contact Information

Brand and Trademark Licensing Office, email: trademarklicensing@mail.wvu.edu

Additional Resources

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

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

Trademark Licensing: <https://trademarklicensing.wvu.edu/>

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

Student Organization Resources: <https://studentengagement.wvu.edu/student-organizations/resources>

Mountainair Reservations: <https://mountainlair.wvu.edu/reservations/event-scheduling>

WVU Student Legal Services: <https://studentlegalservices.wvu.edu/>

I Services: <https://studentlegalservices.wvu.edu/>



We (club name) _____ acknowledge that we have read through the entire handbook extensively and understand all the stated policies and expectations set forth by the club sport federation and campus recreation. We have also shared this document and discussed all expectations with the entire club roster, coaches, and instructors.

By signing below, you, as a club, agree to the statement above.

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Officer Role

Date

Printed Name

Signature name

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