



PITTSBURG STATE UNIVERSITY
CLUB SPORT HANDBOOK
2020-2021

Table of Contents

Overview & Definitions	3
Department of Campus Recreation	3
Club Sports Program	3
Club Sport Definition	3
Assistant Director of Club Sports	3
Club Sport Student Staff.....	4
Governing Bodies	4
How to Form a Club Sport	4
Requesting Recognition	4
Criteria for Consideration	4
Privileges of Club Sports	5
Eligibility & Requirements to Join a Club Sport	5
Membership Guidelines	5
Leadership	5
Club Officers	5
Officer Eligibility	6
Officer Duties	6
Officer Transitions.....	6
Advisors	7
Coaches	7
Expectations.....	7
Removal	7
Facility Reservations and Use	8
Practices	8
Reservations.....	8
Cancellations.....	8
Events	9
Reservations.....	9
Cancellations.....	9
Guide for Visiting Teams	9
Meetings & Other Space Reservation	9
Academic Buildings/Classrooms	9
Overman Student Center	10
Travel	10
Travel Requests	10
Driving & Transportation	11
Driving Policies	11
Driver/Vehicle Owner Responsibilities & Liability.....	11
Transportation	12
Hotels	12
Absence from Class	13
Policy on University-Sponsored Student Activities	13
Requesting Absence from Class Letters	13
Accidents & Incidents	14
Accidents.....	14
Incidents.....	14
Point System	14
Point Accrual	14

Point Loss	15
Budget & Finances	16
On-Campus Accounts	16
Deposits	16
Budget Folders	17
Allocated Funding	17
Payments	17
Up-Front Payments	17
Reimbursements.....	18
Low Funds	18
Fundraising	18
Dues	18
Foundation Accounts	18
Sponsorship.....	18
Equipment	19
Storage	19
Equipment/Uniform Contracts	19
Safety & Risk Management	19
Waivers	19
Safety Officers	19
Audits	20
First Aid Kids	20
Emergency Procedures	20
Injuries	20
Weather	22
Campus Closure	23
Concussions	24
Prevention.....	24
Signs & Symptoms.....	24
Response.....	26
Marketing & Promotions	26
Club Email Addresses	26
Social Media	26
Brand Standards	27
Logo Use & Purchasing	27
Marketing Around Campus	27
Poster & Sidewalk Chalk	27
Posting in the SRC	27
Resident Hall Posting	27
Table Tent Displays	28
Conduct & Expectations	28
Student Conduct Code	28
Hazing Policy	28
Alcohol Use	29
Dry Recruitment.....	Error! Bookmark not defined.
Alcohol & Cereal Malt Beverage Policy Excerpts	29
Club Sport Issues	30
Referrals & Sanctions.....	30
Probation	30
Suspension	31

Termination	31
Appeals	31
Office Support.....	31
Club Sport Office.....	31
Mailboxes & Mailing Address	31

Overview & Definitions

Department of Campus Recreation

The Department of Campus Recreation (DCR) contributes to the Pittsburg State University (PSU) experience by providing comprehensive recreation programs and facilities which foster self-discovery, learning, responsibility, engagement, sportsmanship, and an appreciation for personal wellness.

The DCR is based out of and oversees the Student Recreation Center (SRC).

Club Sports Program

The Club Sports Program was created to provide PSU students with the opportunity to participate in Club Sports and develop personally and professionally through teamwork and physical activity. An emphasis is placed on developing and supporting clubs that will recruit new students to PSU and then build a connection to the university that will retain the students through graduation. Club Sports provide a level of competition between Intramural Sports and Varsity Athletics, and the program is housed and supported by the DCR.

Club Sport Definition

A Club Sport is a student organization registered with both Campus Activities and the DCR. Club Sports exist to promote and develop interest in a sport or activity at PSU and compete on local, regional, and national levels. Club Sports are student run and student led, and provide an opportunity for PSU students to explore leadership roles and develop both personally and professionally. The success of a Club Sport is directly correlated to the drive and ability of its student leaders.

Assistant Director of Club Sports

The Assistant Director of Club Sports is a paid, full time staff member within the DCR. The Assistant Director oversees the entirety of the Club Sport program as well as any student support staff. The Assistant Director develops the mission and vision for the Club Sport program and develops all program policies.

Assistant Director of Club Sports:

Position Open

Current Contacts

Vince Daino – Director Campus Recreation

vdaino@pittstate.edu

620.235.6563

Brett MacMakin

bmacmakin@gus.pittstate.edu

620 235-6081 or 6778

Club Sport Student Staff

Club Sport student staff can consist of Graduate Assistants, Interns, and Club Sport Supervisors. These PSU students assist in the creation and implementation of program policies and communication and aid in setting and attaining club goals.

Governing Bodies

Many Club Sports are members of a governing body which creates policies for the sport. If a club chooses to join or align itself with a governing body, the club must adhere to both the policies of the governing body and PSU Club Sports.

How to Form a Club Sport

Requesting Recognition

To be eligible to form a Club Sport, a club must first become a registered student organization under Campus Activities. This process entails scheduling a meeting with the Campus Activities and Club Sports staff as well as registering the club through Gorilla Engage. This process CANNOT be completed during the month of April, and any Club Sports that register during May will not become active until the following semester. No organization can be created that duplicates the purposes and functions of a current registered student organization unless the need is sustained with Campus Activities.

To schedule a meeting with Campus Activities and Club Sports:

- Email either Eva Sager, Associate Director of Campus Activities (esager@pittstate.edu) or Vince Daino, Director of Campus Recreation (vdaino@pittstate.edu) letting them know of your intention to schedule a meeting to form a new Club Sport on campus

To register the club through Gorilla Engage:

- Visit the Gorilla Engage website at <https://pittstate.campuslabs.com/engage/>
- Select the “Organizations” tab
- Click “Register an Organization”
- Scroll down to “Register a New Organization”
- Read and complete each page of the form. Be sure that the point of contact for the club (likely the club’s current President) completes the form. You will need:
 - Your club’s name
 - All Club Sports must include the word “Club” in their organization name
 - A description of the club/the club’s purpose
 - The contact information for your club’s president, vice president, treasurer, and primary advisor
 - Your club’s constitution

Criteria for Consideration

It is possible that a club could be approved as a registered student organization but could not be approved as a Club Sport. Requirements for consideration to the Club Sport program are stricter than requirements for general registered student organizations, as Club Sports receive the benefits of both being a registered student organization and a part of the Department of Campus Recreation.

To be considered for Club Sport status, a club must:

- Be primarily sport or movement based, desire and/or require to use DCR facilities almost exclusively, and/or be typically part of collegiate club programs at other institutions
- Have at least 8 people eligible for participation
- Have two members certified in CPR, AED, and First Aid (see the Safety & Risk Management section for information on acceptable certifications)
 - Or be willing to have at least two members who will receive training to become certified

If a club meets these criteria, it is eligible to be considered to join the Club Sport program. Other aspects of the club will also be considered, such as officer commitment and potential longevity for the club.

Privileges of Club Sports

In addition to the privileges of being a registered student organization, Club Sports also hold the privileges below. It is because of these additional privileges that Club Sports hold additional requirements.

- Priority reservation of DCR spaces, including Gym and Field space
- Equipment storage space within the DCR
- Free advertisement and promotion from the DCR
- Club mailbox within the Club Sports Office
- Assistance and support in aspects related to risk management
- Event monitoring
- Additional leadership training and development
- Direction and support from the Assistant Director of Club Sports, the Club Sport student staff, and other Campus Recreation Professionals
- Budget monitoring and assistance from DCR professional staff

Eligibility & Requirements to Join a Club Sport

Membership Guidelines

- Clubs are prohibited to base membership on discrimination on the basis of age, race, color, religion, gender, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation, or other factors that cannot be lawfully considered
- No experience is required to join a Club Sport
- All Club Sport members must be current PSU students
 - Competitive eligibility is based on governing body regulations
- Clubs may establish standards for membership as long as all students are afforded an equal opportunity to meet these standards
- Those under the age of 18 may not participate in Club Sport activities without their parent's signature and consent

Leadership

Club Officers

Club Sports are student run and student led. This means that all administrative and management tasks are the responsibility of club officers. The success of individual clubs and the Club Sport program is

dependent upon the officers. Each club must have at least three officers: a President, a Vice President, and a Treasurer; though clubs are free to have more.

Officer Eligibility

In order to be eligible to hold an officer position for a Club Sport, the following criteria must be met:

- All officers must be undergraduate students with a minimum GPA of a 2.0 during the semester before and the semesters during their term of office
- Officers must be full-time students
- Officers must be able to serve the entire year of each election cycle

Officer Duties

The following is a basic overview of club officer duties. More specific descriptions and role breakdowns should be listed in each club's constitution.

- Manage the day-to-day operations of the club
- Attend required training sessions and meetings
- Make sure the club follows all Club Sport, DCR, and governing body policies and procedures
- Request facility space
- Manage/plan home events
- Coordinate competition schedules
- Make travel arrangements
- Manage the club's budget, including fundraising and allocation requests
- Secure, hire, and supervise coaches

Meetings & Monthly Check-In Forms

Officers will be required to schedule a meeting with the Assistant Director of Club Sports three times a semester – once at the start, a mid-semester check-in, and an end of semester wrap-up. Reminders and specific dates will come from the Assistant Director of Club Sports each semester.

Clubs are also required to complete a Monthly Check-In Form on the last day of each month by midnight. The form asks for information on the status of the club, and provides both the club officers and the Assistant Director of Club Sports a reminder of how the club is doing.

Officer Training

At the beginning of each semester, the Club Sport Office will hold Officer Training. Officers are required to attend these trainings. Any club that does not have the proper number of officers in attendance will immediately be placed on probation. The officers must meet with the Assistant Director of Club Sports as soon as possible to schedule a make-up training.

Officer Transitions

All clubs are required to hold elections and transition officers at the end of each fall semester. Club Sport Officer terms are for a calendar year, January to January. This time frame keeps all clubs on the same page and helps to ensure that the club's leadership remains strong through the transition period.

The successful transition from outgoing to new leadership is vital to the continued success of the club. While the Club Sport Office can help with certain aspects of training, there are many aspects of managing individual clubs that the Club Sport Office cannot assist with, such as governing body guidelines or contacts from other teams. It is highly recommended that clubs keep transition documents on their Google Drive to pass from officer to officer, year to year. These documents can help

save time and confusion and prevent officers from making the same mistakes as their predecessors. The documents should be updated frequently.

Advisors

All registered student organizations on campus, including Club Sports, are required to have an advisor. The advisor must be a faculty or staff member. Graduate students can serve as co-advisors, but clubs will still need a primary advisor. The advisor serves as a representative of the student organization and as a student advocate.

Club Sports can choose, but are not required to, have the Assistant Director of Club Sports serve as their official advisor.

Club Sport advisors should take a hands-off approach. The Club Sport program places an emphasis on student development and is a student run program. Advisors should provide support and advice to club officers, but officers should complete all administrative tasks themselves.

More information on advising, including handouts to help advisors establish boundaries and expectations, can be found in the [Registered Student Organizations Handbook](#).

Coaches

If a club chooses to have a coach, the club is responsible for the search. Before acting in any official capacity, the coach must complete the [Coach/Instructor Agreement](#) each academic year. Coaches do not have to be employed by the University.

Like advisors, coaches should not be involved administratively. The role of coaches is to provide clubs with specific sport and skill instruction and coaching. Officers are free to ask the coach for support and advice, but should complete all administrative tasks themselves.

Expectations

- Coaches must follow all University, DCR, and Club Sport policies and guidelines
- Coaches are obligated to protect the safety of all club members and should take every precaution to avoid risk of injury
- Coaches are not official representatives of PSU and may not sign any contracts or agreements on behalf of PSU
- Coaches must demonstrate good sportsmanship at all times
- Reimbursement for any expenses is not guaranteed. Reimbursement is at the discretion of the club officers and university accounts policy
- Coaches must create a safe and welcome space that does not discriminate based on age, race, color, religion, gender, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation, or any other factors

Removal

Coaches can be terminated if at any time it is determined that their involvement is not in the best interest of the club, the DCR, or PSU. Club officers and/or the Assistant Director of Club Sports maintain the right to remove coaches at any time.

Grounds for termination can include, but are not limited to:

- Acting in an unsafe manner which puts themselves or the club at risk
- Entering into agreements on behalf of PSU
- Failure to act in accordance with PSU, DCR, or Club Sport policies and procedures

- Inappropriate behavior of any kind
- Disrespect toward university staff, club officers, or club participants
- Request by club officers for ANY reason

Facility Reservations and Use

Club Sports are expected to uphold and follow all established policies and procedures for usage of DCR spaces. As part of the DCR, Club Sports should set an example for other groups, and will be held to a higher standard. Club Sports are expected to follow the directives of Facility Managers, Club Sport Supervisors, and all other student employees as directed.

The following is prohibited in both indoor and outdoor spaces: alcohol, drugs, tobacco, open carry firearms, and glass bottles. Indoors, clubs are prohibited from bringing any food or drink beyond water and no pets are allowed. Outdoors, clubs are prohibited from bringing pets onto playing surfaces. Any visitors to practices or events must also follow these guidelines, and clubs will be held responsible if their guests do not follow policies and procedures.

Practices

Reservations

Practice reservations in DCR spaces will be set during the semester prior. Priority will be based on point totals and equity. Indoor space is available Monday-Thursday 6am-8am and 8pm-11pm; Friday 6am-8am and 7pm-11pm; and during normal operation hours on Saturday and Sunday. Outdoor space is available during normal operation hours.

If your club needs to change their reservation times, complete the [Indoor Reservation Request](#) or [Outdoor Reservation Request](#) as necessary. These forms should also be used if you have any additional practice requests. Reservations are first come first served, but requests should be made at least 2 business days in advance.

Plaster Center

The Plaster Center turf is available to clubs on a limited basis between the hours of 6:30pm-9:30pm Monday-Thursday. Clubs should recognize that use of this space is a privilege and is not guaranteed. Clubs that do not follow all posted rules and respect the space could forfeit this privilege for not only themselves, but the entirety of the Club Sport program.

Plaster Center Reservations are coordinated through the Assistant Athletic Director – Facilities, Damian Smithhisler. Email him at dsmithhisler@pittstate.edu with a completed Facility Use Request attached.

Reservations for the semester should be sent by the Monday before the first day of classes each semester. A schedule will be sent out within the first few weeks verifying practice times. Any additional request should be sent using the same method as previously stated as soon as possible, but at least 2 business days in advance. No requests are guaranteed.

Any cancellations should be communicated to Damian as soon as possible, but at least 2 hours in advance.

Cancellations

Practice cancellations must be made at least two hours in advance. Cancellations can be made by emailing the Assistant Director of Club Sports.

Clubs that fail to cancel reservations will face point loss. Repeated cancellations of similar dates could result in a loss of reservation time.

Events

Reservations

Event reservations should be made as soon as possible. Clubs should complete the [Indoor Reservation Request](#) or [Outdoor Reservation Request](#) with as much detail and accuracy as possible. Reservations are first come first served, but requests for events should be made at least a week in advance.

Events can only occur on Friday evenings, Saturdays, or Sundays.

Cancellations

Event cancellations must be made as soon as possible, but at least three business days in advance. Event cancellations should be made by emailing the Assistant Director of Club Sports.

Clubs that fail to cancel event reservations will face point loss, and repeated issues could lead to clubs forfeiting their rights to host events.

Guide for Visiting Teams

All visitors to campus (participants and spectators) are expected to follow all DCR and PSU guidelines and procedures. Clubs are responsible for any guests they bring onto campus, and can be held liable for any issues or violations committed by visitors, such as alcohol/drug use, food in the SRC, etc..

Parking

Indoor Events: Visitors should park in the SRC parking lot for any events that occur inside the SRC. Parking is free after 4pm on Fridays, and remains free for the weekend.

Outdoor Events, Old Field: There are two options for parking. Visitors can park in the SRC parking lot and follow the sidewalk to the field. Otherwise, visitors can park at the Kansas Technology Center. Those who chose to park at the Kansas Technology Center must cross Rouse St. at the Ford St. crosswalk. Jaywalking is NOT ALLOWED. Parking in either lot is free after 4pm on Fridays, and remains free for the weekend.

Outdoor Events, New Field: The field is accessible via two roads. First, visitors can turn down Research Rd. off of Rouse Rd. by the Kansas Polymer Research Center. The field will be on your left, and the closest parking lot can be accessed by making a left turn onto the sideroad just before the field and then turning right. Otherwise, visitors can go down the sideroad at the end of the SRC parking lot; the road is between the Baseball and Softball fields and will lead to the closest parking lot. Additional parking is the SRC parking lot, and visitors can walk down the same road to reach the field.

Meetings & Other Space Reservation

Club Sports may want to hold meetings outside of regular scheduled practices. For these meetings, clubs can use classrooms and other spaces throughout campus. Only club presidents can make reservations around campus.

Academic Buildings/Classrooms

Classrooms in the SRC

Club Sports are encouraged to first attempt to reserve classrooms in the SRC before reserving similar rooms in other on-campus buildings. Clubs should use the [Indoor Reservation Form](#) to request

classroom use. You cannot request a specific classroom; DCR staff will place your club in the best classroom to suit your needs. Reservations must be made at least two business days in advance.

Cancellations must be made at least 2 hours in advance. To cancel, email the Assistant Director of Club Sports. Late cancellations or failure to cancel will result in point loss.

Other Academic Classrooms

Reservations for classrooms not in the SRC or reservations in an academic building are made through the Registrar's Office. To make a reservation, complete the [Classroom Event Scheduling Form](#). Bring any questions to the Registrar's Office in 103 Russ Hall or call (620) 235-4200.

Overman Student Center

Reservations for spaces within the Student Center are taken only during business hours. To make a reservation, email Barb Barto at bbarto@pittstate.edu, call (620) 235-4791, or stop by the Overman Student Center Administrative Office.

Remember that Sodexo Catering is the exclusive food provider for the Student Center. If your reservation is a major event, please schedule an appointment with the Scheduling Coordinator and the Catering Manager to discuss your needs.

To ensure first choices and equipment needs, make reservations early. Reservations are subject to space, room, and equipment availability. Whenever possible, know that the details need to be finalized using the times in the following guidelines:

- Minor room set-up: 2 working days
- Ballroom(s) or other major parts of the building: 10 working days
- Food service: 10 working days
- Beyond stated operating time: 2 weeks

Note that reservations in the Student Center can be made up to one year ahead of time. Cancellations should be made as soon as possible, but at least outside of 48 hours before the event. Cancellations within 48 hours of the event may result in a fee to the user or denial of future use, at the discretion of the Director of the Student Center.

Travel

Travel Requests

Travel Requests must be submitted so the Club Sport Office is aware of your club's travel details. Only Club Officers will have the ability to see and complete Travel Requests online. If another member of your club needs access to complete a Travel Request, contact the Assistant Director of Club Sports.

- A Travel Request may be submitted between the Monday and Thursday before the trip
 - If a trip leaves before/on Thursday, the Travel Request should be submitted at least 24 hours in advance
 - Travel Requests are not guaranteed to be accepted after the Thursday deadline
- Clubs must designate a Trip Leader for each trip
 - Trip Leaders must be on the trip and they must be the individual who submits the Travel Request through IMLeagues
 - Trip Leaders serve as the point of contact for their club during travel

- Trip Leaders agree to follow and uphold all Club Sport, DCR, and University policies while traveling
- Trip Leaders are responsible for reporting any accidents or incidents within a timely manner
- At the bottom of the Travel Request, the Trip Leader must indicate who is going on the trip by clicking the boxes next to each name. Individuals listed with a strikethrough are missing forms, and individuals not on the list at all are not members, and are thus not permitted to travel
- All information provided should be final. Failure to submit a Travel Request will result in disciplinary action

Driving & Transportation

Driving Policies

- Trips outside of 350 miles from the University (via Google Maps) will require a hotel stay. Clubs are not permitted to drive to and return from destinations outside of 350 miles on the same day
- No driving should occur between 12 midnight and 5 a.m. without special permission
- All passengers must be authorized to participate in Club Sport activities (members, coaches, advisors) and listed on the approved Travel Request. No guests, family members, friends, or others are authorized to travel with the club
- Each passenger must have and wear a seatbelt
- All passengers must behave in a manner that does not distract the driver
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets
- Drivers with more than five points on their license should not drive others to club events

Driver/Vehicle Owner Responsibilities & Liability

Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event. Drivers must be capable of operating a vehicle (rested, alert, etc.). Additionally, the driver is expected to:

- Take breaks as necessary. If a driver is sleepy, switch immediately
- Ensure that the vehicle is not driven if there is a mechanical problem
- Ensure luggage is packed so that the driver's view is not obstructed
- Ensure that all passengers are in their seat belts prior to departure and are wearing seat belts at all times while the vehicle is in motion
- Focus on driving. Do not manage music, adjust the temperature, talk on cell phones, text, etc. The front seat passenger can be responsible for these items
- Keep a safe following distance
- Drive defensively – be prepared for the unexpected
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck
- Reduce speed in rain, fog, snow, ice, or other inclement weather. Pull over if conditions are too hazardous for safe driving

PSU assumes no responsibility for the use of private/personal vehicles. The owner of the vehicle assumes liability for everything that happens to and in that vehicle. Drivers are personally liable for all fines/violations including, but not limited to: red light camera tickets, speed camera tickets, parking violations, and moving violations.

Transportation

Carpool Vehicles

Clubs have the option to rent PSU Carpool vehicles if the vehicles are available and the club is able to meet all carpool standards and criteria. Priority for vehicles will be in the order in which they are requested, so submit requests early. Clubs should make requests via the [Carpool Vehicle Request Form](#). The Club Sports Office will use the form to contact the person you listed as a driver and request the vehicle for you. Complete separate forms for each vehicle requested.

Drivers must be full-time or part-time PSU employees or must have an appointment as a graduate assistant. No undergraduate students may be van drivers. Any drivers who wish to drive a van will have to complete a National Safety Council class on Van Driving and Safety. No driver should operate a vehicle more than 10 hours in any 24-hour period, and drivers must take a 30-minute rest break every four hours. Only club members are permitted in the vehicle, and the number of passengers must not exceed the number of seatbelts in the vehicle. No pets are allowed to ride in the vehicles. All carpool vehicles are tobacco free.

The State of Kansas/PSU carries only limited liability insurance on carpool vehicles. Drivers must be privately insured in order to drive a carpool vehicle.

More information on charges, cancellations, vehicle pick-up and return, gasoline purchases, and more can be found on the [Carpool Vehicle Policy](#) website. Details will be confirmed once vehicles are secured.

Flights

Clubs traveling certain distances may prefer to travel via air instead of driving. Airfare must be purchased through the Assistant Director of Club Sports. All traveling members will be required to sign a contract stating that if they do not attend the event, they will have to pay the cost of the flights out of pocket.

Hotels

The Club Sport Office can book hotel rooms for your club. Complete the [Hotel Booking Request Form](#) to request hotel rooms. You will need to provide two options. The Assistant Director of Club Sports will make every attempt to book your first-choice hotel. Make sure the hotels you list have at least a 24-hour cancellation policy (meaning you can cancel your hotel rooms up to 24-hours or less before check-in time). You can use any method to find hotels – online, call, or through hotel booking sites like Hotels.com or Expedia.

Hotel stays require processing and approval from the university. Because of this, whenever possible, you should submit your request for hotel rooms at least two weeks in advance. Since your hotel choices should have cancellation up until 24-hours, for any trips you are unsure about (qualification-based competition, i.e. playoffs) it is better to request the hotel rooms early and cancel them then wait until the last minute to make hotel requests.

You must bring receipts back from the hotel after your stay within one week. Failure to bring back receipts will result in point loss.

Absence from Class

Policy on University-Sponsored Student Activities

Preamble

Pittsburg State University recognizes the transformation value of out-of-class activities in which the students participate. Whether initiated or sponsored by faculty or other University representatives, these activities add value to various programs, whether academic, cultural, professional, or athletic.

The PSU Faculty Senate supports students' desire to engage in these activities; they recognize their responsibilities in facilitating this engagement; and, they seek to provide guidance for instructors, sponsors, and students as we cooperate to enhance the mutual learning experience. While ideally none of these University-sponsored or sanctioned activities would interfere with classroom attendance and participation, it is inevitable that at times conflicts will occur. With the goal of ameliorating such conflicts, the Faculty Senate has shared the following knowledge and suggestions, by way of making policy that protects individual constituencies.

For Students

You have the right to expect to be reasonably accommodated by faculty if you meet your responsibilities in regards to this policy and if you meet your responsibilities for class attendance and participation when not absent for university-sponsored or sanctioned activities.

You have the responsibility to inform faculty of your intention to participating in university-sponsored and sanctioned activities. This should be delivered in writing with a sponsor's signature, title, and contact information. Students should provide specific details of their intended absence. You should inform all of the instructors whose classes you will miss. You will provide information regard the specific details of your intended absence. This should be done as soon as you are aware of the intended absence, with a minimum of 48 hours advance notice of the affected class meetings. If not possible (e.g. last-minute changes to schedules out of the student's control), then you should notify your course instructor as soon as possible.

Violations

Neither absence nor verified notification of absence relieves the student of the responsibility for meeting all course requirements.

If a student believes a violation of the policy has occurred, the student is to contact the SGA Academic Affairs Director, either by email at sga_aa@pittstate.edu, by phone at (620) 235-4810, or stop by the SGA Office, located at the Crossroads Intersection in Overman Student Center Room 111, with the big "SGA" frosted onto the glass. The student is to provide their name, contact information, the class (including day, time, and instructor's name), a copy of the course syllabus, and a description of the alleged violation. The SGA Academic Affairs Director will notify the Chair of the Student-Faculty Committee, obtain information, and if discussion with the faculty member and student does not resolve the issue, then a meeting of the Student-Faculty Committee will be schedule as soon as possible. The process will be the same as occurs with a reported violation of the Dead Week policy.

For more information, see the full text of the [Policy on University-Sponsored Student Activities](#).

Requesting Absence from Class Letters

The Assistant Director of Club Sports can write Absence from Class Letters as necessary for clubs. To obtain letters, complete the [Absence from Class Letter Request Form](#) at least 2 business days before you need the letters. The letters will be signed and place in your club mailbox.

Accidents & Incidents

Accidents

All accidents that occur during travel should be documented using the [Club Sports Injury Report](#). Completed and accurate injury reports should be brought to the Club Sport Office within 48 hours of return from travel. Copies of the [Club Sports Injury Report](#) can be found in club first aid kits. It is important to complete these with as much accuracy as possible, as they are legal documents.

Accidents which result in transportation to the hospital (via ambulance or private vehicle) need to be communicated to the Assistant Director of Club Sports immediately. Call the Assistant Director of Club Sports' cell phone number (provided in the club first aid kit and given to club officers at training). If the Assistant Director does not answer after the first call, leave a detailed message and then call again immediately. If the Assistant Director does not answer after the second call, call again about every fifteen minutes until you speak to the Assistant Director directly. Someone should also keep the phone used to call the Assistant Director on-hand in case the Assistant Director calls back.

Incidents

Report any incidents, such as vehicle accidents, conflicts or fights, issues with other clubs, hazing, bullying, harassment, hate crimes, or bias incidents to the Assistant Director of Club Sports via email.

Point System

A point system has been developed to incentivize program priorities, encourage positive club management, and determine facility priority. At the end of each semester, points are finalized based on reports submitted by each club and observations made by the Club Sport staff. The awarding of all points is at the discretion of the Assistant Director of Club Sports.

Points are used to determine facility priority. Clubs will earn points for positive actions and will lose points for negative actions. Clubs can check their point accrual online.

Point Accrual

- **Active Members:** Clubs will earn points based on how many members are on their IMLeagues Roster
 - 1 point: 8-12 members
 - 2 points: 13-18 members
 - 3 points: 19-25 members
 - 4 points: 26-35 members
 - 5 points: 36+ members
- **Competition Event Days:** Clubs that participate in a greater amount of home and away competition days will receive more points
 - 2 points per day, capped at 10 points
- **Community Service Events:** Clubs that participate in a greater number of community service events will receive more points. Examples include volunteer service, blood drives, or fundraising for local charities. At least five members of the club must participate in the community service event. The club must self-report the community service information on the monthly check-in form
 - 2 points per event, capped at 10 points

- Fundraising: Clubs that fundraise more will receive more points. The number of points received is based on how much money is raised per member on the club's IMLeagues Roster. Membership dues count toward fundraising, as do donations to a club's foundation account
 - 1 point per every \$40 per member, capped at 15 points
- Social Activities: Social activities reported for points cannot involve alcohol or drugs. Events could include movie nights, camping trips, club dinners, etc. Activities must not be affiliated with competitive trips. The club must self-report the social activity on the monthly check-in form
 - 1 point per activity, capped at 5 points
- Fan Support: Clubs will be awarded points for attending other club competitions. Clubs are not allowed to claim points when they are competing at the same event as another club. At least five members of the club must be in attendance. The club must take a photo and then self-report the fan support event on the monthly check-in form
 - 2 points per event, capped at 10 points
- Social Media & Website: Clubs who actively use social media will receive points for use. Clubs must post at least once a week, on average, for their use to be considered active. Clubs can also host a website outside of their Gorilla Engage page for points. The website should be updated with accurate, new information for the semester to be considered updated
 - 1 point: Facebook page (NOT a Facebook group)
 - 1 point: Twitter
 - 1 point: Instagram
 - 2 points: Website (other than Gorilla Engage page)
- Organization Fair: Clubs that participate in any organization and promotion fairs will receive points for their participation. The club must self-report their attendance on the monthly check-in form
 - 2 points per event, capped at 6 points
- Submit 10 Photos: At the end of each semester, clubs must complete a semester report. Clubs can earn points for including 10 quality photos with their semester report submission
 - 2 points for 10 photos
- Bonus Points: Bonus points may be awarded for various activities throughout the year, at the discretion of the Assistant Director of Club Sports

Point Loss

Common, administrative violations fall within the point loss system. Most violations are first met with a warning. The point loss system is to be used as a guide. Sanctions may be changed at any time at the discretion of the Assistant Director of Club Sports.

Infractions that occur after the point deadline for one semester will affect point totals for the next semester.

- Failure to complete monthly check-in form
 - 1st Occurrence: Warning
 - 2nd Occurrence: 2 points loss
 - 3rd Occurrence: Referral
- Practicing without Safety Officers
 - 1st Occurrence: Warning
 - 2nd Occurrence: 1 point loss
 - 3rd Occurrence: 2 points loss
 - 4th Occurrence: Referral

- Practicing or traveling without First Aid Kit
 - 1st Occurrence: Warning
 - 2nd Occurrence: 1 point loss
 - 3rd Occurrence: 2 points loss
 - 4th Occurrence: Referral
- Participation without IMLeagues registration
 - 1st Occurrence: Warning
 - 2nd Occurrence & beyond: 1 point per person
- Failure to cancel practice
 - 1st and 2nd Occurrence: Warnings
 - 3rd Occurrence: 1 point loss
 - 4th Occurrence: 2 point loss
 - 5th Occurrence: Referral
- Failure to cancel Home Event
 - 1st Occurrence: 2 point loss
 - 2nd Occurrence: Referral
- Facility Violation
 - 1st Occurrence: Warning
 - 2nd Occurrence: 2 points loss
 - 3rd Occurrence: Referral
- Late Hotel Receipts
 - 1st Occurrence: Warning
 - 2nd Occurrence: 2 point loss
 - 3rd Occurrence: Referral

Budget & Finances

On-Campus Accounts

All Club Sports must have an on-campus account. This account is free of charge at PSU, and is similar to a checking account in nature, but the checkbook is held by PSU. These accounts allow for transparency of operations, secure handling of funds and records, and hassle-free solutions for the changing of officers each year.

If a club previously had an on-campus account as a registered student organization, they can continue to use this account once they join the Club Sport program. Otherwise, they will need an account to be formed.

Clubs cannot use PSU's Federal tax identification number (EIN) or exemption status under any circumstances.

Deposits

Any fundraised funds can be deposited into the club's on campus account. The club will need to take the money and/or checks to be deposited to the Cashiers and Students Accounts Office in Horace Mann. The club will need to be sure they have their account number, which can be found in their budget folder, on hand.

Any applicable sales tax will be calculated and sent to the Kansas Department of Revenue for the club at the time of deposit. Sales tax will be applicable for most sales.

Budget Folders

Club Sports will be provided an updated Budget Folder, which is a folder on Google Docs. Since clubs cannot view their on-campus account balances directly, the Budget Folder will contain the details the club needs to understand their budget and make educated purchases. The folder will contain a spreadsheet detailing expenditures and income, as well as copies of receipts and invoices used to make purchases. Clubs will be able to use these receipts to receive any awarded allocated funding from SGA. If a club loses the link for their Budget Folder, they should contact the Assistant Director of Club Sports.

Allocated Funding

Funding is allocated from SGA each semester. Clubs must follow the strict timeline set forth by SGA if they wish to receive allocated funding. No exceptions will be made for any club for any reason. The Assistant Director of Club Sports will remind clubs of deadlines and is available to provide advice and support during the allocation process.

Some important factors to consider about the SGA Allocations are as follows:

- Allocations are paid on a reimbursement basis only. Receipts will need to be turned in to SGA attached to the appropriate form in accordance with SGA deadlines
 - The club should keep an extra copy of all records and forms turned in to SGA
- Once SGA has reviewed the documentation and receipts, they will issue a payment to the club's on-campus account through the Business Office
- If the funding then needs to be used for reimbursement purposes to individuals, club should follow the payment process for individuals found below

Payments

There are two ways for payments to be made: via the Assistant Director of Club Sports' purchase card, or through the Business Office via check. Schedule an appointment with the Assistant Director of Club Sports via email at vdaino@pittstate.edu if you want to pay online using the purchase card.

Checks from the Business Office take at least 2 business days. Additionally, every time a new individual/company is to be paid, a [W-9](#) will need to be completed, which takes an additional 3 business days.

Up-Front Payments

Complete the [Payment Request Form](#) indicating that your club would like to make an up-front payment. You will need to have an invoice indicating the amount of payment and what the payment is for. Be sure all details in the form are accurate, especially where you would like the check mailed or if you would like to pick the check up from your club mailbox. Remember that your club is not exempt from paying sales tax.

Contracted Individuals

Every time a club wishes to pay a contracted individual (i.e. officials), an [Independent Contractor Form](#) will need to be completed and turned in at the time of request for payment. The person contracted for work will need to complete the first page of the form, and the Assistant Director of Club Sports will complete the second.

Reimbursements

Complete the [Payment Request Form](#) indicating that your club would like to be reimbursed for a payment. You will need to have an itemized receipt indicating how much was spent and what the money was spent on. Be sure all of the details in the form are accurate. Checks will be placed in club mailboxes.

Low Funds

If a club does not have enough funds to make a purchase, the purchase will not be approved. If a club somehow enters the negative on an account, funds will be frozen and all events and travel will be cancelled until a club is able to bring their account back into the positive.

Fundraising

Dues

Clubs can charge dues from their members in order to offset expected expenditures. Dues should clearly be laid out in club constitutions and expectations for members should be set before each semester begins. Dues should be deposited into on-campus accounts following the directions above.

Foundation Accounts

Clubs have foundation accounts hosted through the Office of University Development. Expenditures from this account will occur the same way as expenditures from their university account.

Any fundraising events that will accrue donations for this account must follow the Office of University Development's extensive Event Fundraising Policy. Contact the Assistant Director of Club Sports well ahead of events to obtain a copy and to ensure policies are followed.

Online Donations can be made by directing donors to club sports page and in the upper right hand corner clicking on the "Give Now To Pitt State" button. On the next page click on the "GIVE NOW" Button. In the specify fund section place the club name and what the donation can be used for and in the "Select Fund" area select Campus Recreation.

In-Person Donations

Any donations that need to be deposited into a club's foundation account should be brought to the proper office within 3 business days.

Checks: Any checks that a club would like to be deposited into their foundation account should be brought to the Club Sport Office. The Assistant Director of Club Sports will bring the check to the Foundation Office and add the total to the club's budget folder. The donor will receive a notice of their tax-deductible donation, and clubs can send a thank you letter to the donor.

Cash: Clubs that would like to deposit cash into their foundation account should take the cash directly to the Office of University Development (200 Shirk Annex). The Club Sport Office will not deal with cash directly. The total will be added to the club's budget folder; however, this will happen on a monthly basis as opposed to a more immediate reflection. The club can receive and forward on a notice of the tax-deductible donation, and the club can send a thank you letter to the donor.

Sponsorship

Clubs can obtain sponsorship from local businesses or individuals if they desire. A sponsorship is defined as funding from an individual or organization engaged in a business for which there is no expectation of any substantial return benefit other than the use or acknowledgement of the entity's name or logo.

Clubs cannot be sponsored by alcohol companies or feature any type of alcohol-related imagery on any promotional materials.

Recognition of sponsors is limited to:

- Location
- Telephone number
- Web Address
- Description of sponsor's product or service
- Brand/trade name or logo

Equipment

Storage

Clubs have access to storage spaces within the SRC. Clubs will be assigned these spaces at the beginning of each semester. These spaces must be kept clean and organized.

Additional storage is available over winter and summer breaks if clubs want to store more equipment (uniforms, etc.) that they do not keep stored during the season. Clubs should contact the Assistant Director of Club Sports with requests for additional storage.

Equipment/Uniform Contracts

Clubs that own equipment and/or uniforms that are loaned to individual club members can request a contract from these individuals. The contract stipulates what will happen if the equipment and/or uniform is not returned to the club by a certain date. These stipulations usually involve a hold on the member's university account.

The Assistant Director of Club Sports has example contracts to model after. Completed contracts can be held and filed in the Club Sports Office.

Safety & Risk Management

Waivers

Club Sport participants must complete a Waiver of Liability & Acceptance of Risk form. Club Sports present the inherent possibility of injury. Participation is voluntary, and individuals assume responsibility for their own health and safety. All individuals who intend to participate in vigorous sports should, for their own protection, have a physical examination to determine that they are physically able to participate. Medical insurance, which would cover expenses incurred in the event of injury, is not provided by PSU and is strongly recommended.

Waivers are completed on IMLeagues. Any students under the age of 18 must complete a paper waiver. A paper waiver can be obtained by contacting the Assistant Director of Club Sports.

Safety Officers

Each club is required to have at least two verified Safety Officers at every event and practice. Each academic year, [Safety Officers must apply for recognition](#), complete the required training, and pass a test. Safety Officers must have a First Aid, CPR, & AED Certification from a reputable provider.

Acceptable providers include: the American Red Cross, the American Heart Association, any Lifeguard Certification, and any EMT certification.

Safety Officers play an integral role in monitoring the safety of their club. Clubs often act without supervision, so Safety Officers must take their role seriously to ensure all club members will be safe when participating. Safety Officers must act as first responders during an emergency situation, unless someone with more training is present and able to respond. They will ensure that the club's first aid kit is present at all practices and events, and ensure any objects soiled in blood or other bodily fluids are properly disposed of. Safety Officers must know the signs and symptoms of concussions and are responsible for removing anyone with a suspected concussion from play. Safety Officers are responsible for monitoring the weather when conditions are less than fair, especially during possible weather emergencies. They must follow the directives of DCR employees, both professional and student, and assist as needed.

Audits

DCR professional and student employees have the right to audit a club practice or event at any time. These audits will be used to verify that the club has at least two Safety Officers present, everyone participating has completed a waiver, the club's First Aid Kit is present, and any other safety concerns are being met. The purpose of these audits is solely to verify aspects related to club and participant safety.

First Aid Kits

Each club will receive a first aid kit at the beginning of every academic year. The kit will stay with the club for the duration of the academic year, or until the conclusion of their season. All first aid kits must be returned by the end of the year. Clubs are required to bring their first aid kit with them to all practices and events. If it is found that a club does not have their first aid kit with them, then they will face a point deduction. If a club does not return their first aid kit at the end of the year, then the club will be fined a replacement fee.

During the year, the club is responsible for bringing their first aid kit to the Club Sport Office to be restocked as needed.

Emergency Procedures

Injuries

When injuries occur, use items from the club's first aid kit to provide care. If anyone is transported to the hospital (via ambulance or private vehicle), call the Assistant Director of Club Sports. Another club member should always stay with the person who was transported to the hospital.

At PSU

Inside the SRC

Non-Life-Threatening: In the event of a non-life threatening or minor injury (small scrapes, cuts, bruises, sprains, strains, and bloody nose), the following shall occur:

- A Safety Officer should begin to provide care using their training and items from the club's first aid kit
- Another club member should locate a DCR student employee and alert them to the situation
- The Facility Manager should respond and assess the situation and provide additional care as necessary

- An injury report should be completed completely and accurately
 - Note: Even if the FM completes an injury report, a Safety Officer must also complete a [Club Sports Injury Report](#)
 - An injury report must be completed for PSU Club Sport participants as well as any guests

Life-Threatening: In the event of a life-threatening condition (unconsciousness, no breathing, no pulse, profuse bleeding), the following shall occur:

- A Safety Officer should **check** the scene for safety, and then **check** the victim
- Another club member should locate a DCR student employee and alert them to the situation. They should let the employee know to have the FM bring the AED
- A club member should go to the Welcome Center to have them **call 911**. Give the Welcome Center staff the exact location of the injury, the nature and extent of the injury, and where the EMTs should be directed
- Stay with the victim and provide **care** until EMTs arrive or until you physically can no longer provide care
- An injury report should be completed completely and accurately
 - Note: Even if the FM completes an injury report, a Safety Officer must also complete a [Club Sports Injury Report](#)
 - An injury report must be completed for PSU Club Sport participants as well as any guests
- After the victim has been transported to the hospital, contact the Assistant Director of Club Sports via her cell phone number (provided in the club first aid kit and given to club officers at training). If the Assistant Director does not answer after the first call, leave a detailed message and then call again immediately. If the Assistant Director does not answer after the second call, call again about every fifteen minutes until you speak to the Assistant Director directly. Someone should also keep the phone used to call the Assistant Director on-hand in case the Assistant Director calls back

Outdoors

Non-Life-Threatening: In the event of a non-life threatening or minor injury (small scrapes, cuts, bruises, sprains, strains, and bloody nose), the following shall occur:

- A Safety Officer should provide care using their training and items from the club's first aid kit
- An injury report should be completed completely and accurately
 - An injury report must be completed for PSU Club Sport participants as well as any guests

Life-Threatening: In the event of a life-threatening condition (unconsciousness, no breathing, no pulse, profuse bleeding), the following shall occur:

- A Safety Officer should **check** the scene for safety, and then **check** the victim
- A club member should **call 911**. Provide the exact location of the injury, the nature and extent of the injury, and where the EMTs should be directed. DO NOT hang up until instructed
- Using materials from their club first aid kit and the portable AED, Safety Officers should stay with the victim and provide **care** until EMTs arrive or until they physically can no longer provide care
- Call the SRC at (620) 235-6565 and alert them to the situation
- An injury report should be completed completely and accurately
 - Note: Even if the FM completes an injury report, a Safety Officer must also complete a Club Sport Injury Report
 - An injury report must be completed for PSU Club Sport participants as well as any guests

- After the victim has been transported to the hospital, contact the Assistant Director of Club Sports via her cell phone number (provided in the club first aid kit and given to club officers at training). If the Assistant Director does not answer after the first call, leave a detailed message and then call again immediately. If the Assistant Director does not answer after the second call, call again about every fifteen minutes until you speak to the Assistant Director directly. Someone should also keep the phone used to call the Assistant Director on-hand in case the Assistant Director calls back

At another Facility

In general, the same policies as stated for outdoors above should be followed in any other practice or competition. In non-life-threatening emergencies, use materials from your club first aid kit to provide care to the victim. In life-threatening emergencies, be sure to follow the check, call, care method when using materials from your club first aid kit to provide care to the victim. Always be sure to complete a [Club Sports Injury Report](#) even if the facility has their own form. You do not need to complete an injury report if the person injured is from another club/university; it is only necessary for PSU Club Sport participants.

Be sure to locate the closest AED at another facility before starting any athletic activities. PSU Safety Officers should be the ones providing care to PSU participants unless someone with more training is present.

Weather

DCR staff, including student employees, reserve the right to cancel or postpone any and all club activities due to weather conditions. Trips may be cancelled or adjusted at the discretion of the Assistant Director of Club Sports or other DCR professional staff in the event of severe weather or unsafe travel conditions.

Important Definitions

In times of inclement weather, the National Weather Service employs a series of alerts, watches, and warnings, as follows:

- **Watch:** used when there is a risk of hazardous weather, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can still do so
- **Warning:** issued when a hazardous weather is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property

Tornado

Watch: A watch does not mean you need to evacuate the field immediately. However, it does mean that all members, especially Safety Officers, must be on high alert. Safety Officers should monitor the weather closely and keep a phone with a trusted weather app (The Weather Channel, Weather Underground, NOAA) with them at all times in case a warning is issued. Safety Officers are permitted to evacuate during a watch if they deem it necessary.

Warning: If a warning has been issued or the warning signal is activated, the area needs to be evacuated immediately. Safety Officers should clear the area and advise all club members and others to head towards the closest building. Safety Officers should ensure that all club members are notified of the warning, but should not put themselves in danger to do so.

Return to Play: Activities are permitted to resume once the warning has expired.

Indoor Clubs: Follow the directives of the Facility Manager if any type of warning is issued. Safe locations are the restrooms, locker rooms, and the equipment room, all on the lower level.

Lightning & Thunderstorms

Safety Officers must monitor lightning to ensure that club members are kept safe. Because light travels faster than sound, lightning that is outside of striking range (about 8 miles) can sometimes be visible. For this reason, Safety Officers should use their best judgement when lightning is spotted; not all lightning means that the field must be evacuated.

If a Safety Officer deems that evacuation is necessary, club members should seek shelter immediately. Shelter can include the SRC, the Weede Gymnasium, the Kansas Technology Center, or a residence hall.

Thunder: When thunder is heard, the area needs to be evacuated. Thunder does not travel as far, so you are in the striking range if you can hear thunder. Safety Officers should clear the area and advise all club members and others to head towards the closest building. Safety Officers should ensure that all club members are notified of the necessity for evacuation, but should not put themselves in danger to do so.

Thunderstorm Watch: A watch does not mean you need to evacuate the field immediately. However, it does mean that all members, especially Safety Officers, must be on high alert. Safety Officers should monitor the weather closely and keep a phone with a trusted weather app (The Weather Channel, Weather Underground, NOAA) with them at all times in case a warning is issued. Safety Officers are permitted to evacuate the field during a watch if they deem it necessary.

Thunderstorm Warning: When a warning (thunderstorm or severe thunderstorm) is issued, the area needs to be evacuated immediately. Safety Officers should clear the area and advise all club members and others to head towards the closest building. Safety Officers should ensure that all club members are notified of the warning, but should not put themselves in danger to do so.

Return to Play: Activities are permitted to resume thirty minutes after the last lightning strike. Just because the warning has expired does not automatically mean that you are out of striking range.

Heat

High temperatures combined with high humidity can make outdoor sports dangerous. Temperature and humidity combine to determine the heat index. Use the [NOAA calculator](#) to determine what the heat index will be. The following should be observed:

- Heat index 90° - 103°: Outdoor practices/events can proceed with caution. Safety Officers should monitor members closely for signs of heat exhaustion. Water breaks should occur at least every 15-20 minutes
- Heat index 104° - 114°: Outdoor practices/events can proceed with extreme caution. Safety Officers should monitor members very closely for signs of heat exhaustion. Water breaks should occur at least every 10-15 minutes
- Heat index 115°+: All outdoor practices/events are cancelled

Campus Closure

If the university is closed, all practices are cancelled. Travel will be handled on a case-by-case basis by the Assistant Director of Club Sports.

Concussions

One of the main focuses of the Club Sport program is safety. All members, and especially club leadership, should know how to prevent concussions and other serious brain injuries, learn how to spot a concussion, and know what to do if a concussion occurs.

A concussion is a mild traumatic brain injury with both physical and functional components. It is caused by a blow to the head or body, a rapid twisting motion, or whiplash that causes the head and brain to move quickly back and forth. It is important to remember that a concussion can occur without a direct hit to the head. Fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain, and sometimes stretching and damaging the brain cells. Concussions can change the way an individual's brain normally works.

The brain needs time to heal after a concussion. An athlete who continues to play with a concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect an athlete for a lifetime. Injuries to the brain are something to take extremely seriously. They can even be fatal.

Prevention

Clubs must create a culture of safety. Through this, they can help lower an athlete's chance of getting a concussion or other serious injuries. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Some ways to help keep athletes safe:

- Talk with club members about the importance of reporting a concussion. Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you if they think they have a concussion. Some athletes may not report a concussion because they don't think it's serious. They may also worry about:
 - Losing their position on the team or during the game
 - Jeopardizing their future sports career
 - Looking weak
 - Letting their teammates or the team down
 - What their coach or teammates might think of them
- Create a culture of safety at games and practices
- Teach athletes ways to lower the chances of getting a concussion
- Enforce the rules of the sport for fair play, safety, and sportsmanship
- Ensure athletes avoid unsafe actions, such as:
 - Striking another athlete in the head
 - Using their head or helmet to contact another athlete
 - Making illegal contacts or checking, tackling, or colliding with an unprotected opponent
 - Trying to injure or put another athlete at risk for injury
- Check out the equipment and sports facilities before participation. Work with administrators to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition

Signs & Symptoms

Signs

Signs are observable clues witnessed by others that someone may have a concussion.

- Physical
 - Dazed or vacant look
 - Decreased playing ability
 - Facial injury following head trauma
 - Grabbing or clutching the head
 - Lying motionless on the ground, or slow to get up
 - Poor coordination or balance
 - Slurred speech
- Cognitive
 - Confusion
 - Difficulty concentrating
 - Easily distracted
 - Slow reaction/response time
- Emotional/Behavioral
 - Strange or inappropriate reactions

Symptoms

Symptoms are feelings and sensations that are reported by the person who has a concussion.

- Physical
 - Blurred or double vision
 - Dizziness or problems with balance
 - Fatigue or feeling tired
 - Feeling “off” or not right
 - Headache or feeling pressure in the head
 - Neck pain
 - Nausea or vomiting
 - Ringing in the ears
 - Seeing stars or flashes of light
 - Sensitivity to light or noise
 - Trouble falling asleep
- Cognitive
 - Confusion
 - Difficulty concentrating or remembering
 - Feeling dazed or “in a fog”
 - Slowed down, fatigue, low energy
- Emotional/Behavioral
 - Irritable, sad, or more emotional than usual
 - Nervous, anxious, or depressed

Some concussions will show signs and symptoms right away, while others may take 24-48 hours, and sometimes longer, for the injury to be noticed by those experiencing it or by those around them.

Red Flags: Call 911

In rare cases, a dangerous collection of blood (called a hematoma) may form on the brain after a bump, blow, or jolt to the head or body, and can squeeze the brain against the skull. Call 911 or ensure the athlete is taken to the emergency department right away if after a bump, blow, or jolt to the head or body, they have one or more of these red flags:

- Neck tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increased headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated, or combative

Response

Concussions are serious. All club members, but especially club leadership, are tasked with responding when they suspect someone has a concussion.

- Recognize → Leadership must be able to recognize potential concussions, including common mechanisms of injury and signs that an injury has occurred
- Remove → WHEN IN DOUBT, SIT THEM OUT. Any athlete who sustains a significant blow to the head, neck, or body, followed by ANY one or combination of concussion signs or symptoms should be removed from participation. It is not necessary for a person to exhibit all or even most of the common signs and symptoms to have a concussion
- Refer → Refer any athletes who may have a concussion to a medical professional
- Restrict → Do not let an athlete participate who you know/who you suspect may have a concussion. Athletes should provide a doctor's release before they are allowed to participate again

Marketing & Promotions

Club Email Addresses

Clubs will be required to create and maintain a club email address. Club email addresses should be Gmail addresses. All officers should receive access to the club email address and check the mailbox on a routine basis. All communication from the Club Sport program will be sent to the club email address. In most cases, the Club Sport program will not email individual club officers. Remember that all Club Sports must include the word "Club" in their name, so Club Sport email addresses must also include the word "club."

Social Media

Clubs are permitted to have their own social media accounts. Clubs may choose to use Instagram, Twitter, and/or Facebook to promote their club. Social media pages are how prospective members can find clubs, and shares updates to fans. The word "club" MUST be included in the name of each social media page.

Remember that your club's social media pages are a representation of the Club Sport program, the DCR, and PSU. Take this responsibility seriously. Every post will be seen by DCR professional staff, and clubs will face consequences if posts are unsuitable, sexist, racist, violent, threatening, or feature any other content which is inappropriate.

Brand Standards

The PSU brand is the foundation for all campus marketing resources. Every aspect, from websites, print material, video production, and photography is defined by the PSU brand. It is imperative that proper logos be used in all instances in order to maintain high quality standards through PSU's Marketing & Communication Office.

The [Pittsburg State Brand Guide](#) is a guidebook for the regulations regarding the use of PSU logos and the university's visual identity. The Brand Standards Manual addresses issues such as when and how the trademarked "split-face" logo can be used, colors and styles of approved fonts, and many other style and design questions.

Logo Use & Purchasing

Club Sports are permitted to use the university logo and wordmark in communication material to identify themselves with the university. Rules for logo use can be found in the [Pittsburg State Brand Guide](#), and the University Brand Council must grant permission before use.

All purchasing must be done through vendors on the [Pitt State Approved Vendors List](#). Final approval must come from the Assistant Director of Club Sports.

Marketing Around Campus

Poster & Sidewalk Chalk

Each year, the SGA updates guidelines on poster and sidewalk chalk approval. Any group who would like to post or chalk something must visit the SGA office in person for approval. See the SGA's [Poster & Chalk Guidelines](#) for more information and expectations.

Posting in the SRC

There are bulletin boards and other places available for flyers and posters to be hung in the SRC. These must first be stamped and approved by the SGA office. After SGA has approved them, bring them to the Club Sports Office for direction as to where they can be placed.

Posters or flyers hung without approval will lead to a club forfeiting their right to advertise in the SRC for the remainder of the academic year.

Resident Hall Posting

After approval from SGA, posters can be brought to the University Housing Office for approval and posting in Residence Halls. Their policies are as follows:

- Materials stamped by SGA must be labeled one per campus living area. The campus living areas are: Bowen, Block22, Crimson Commons, Crimson Village, Dellinger, Nation, Tanner Complex, Trout, and Willard Hall
- These materials must be brought to the University Housing Office (209 Horace Mann) between the hours of 8am-4pm, Monday-Friday. Materials will be distributed to the appropriate hall and posted in the designated locations by hall staff
- Hall staff will remove any posters not distributed in the above manner
- Materials other than posters must be brought to the University Housing Office and will be placed at the hall desk for students to pick up if they choose
- Personal posting on individual doors may be done only with the resident of the room's expressed permission
- Alcohol related posters and flyers are prohibited

- Posting deemed tasteless or offensive by the Residence Hall Assembly executive committee or University Housing staff will be removed by residence hall staff
- Posters will be removed if the date sited on the post is past
- Postings are intended for general interest information; commercial advertising is prohibited
- Event posting on individual floors or doors may be done only with special permission from University Housing staff. A University Housing staff member or Hall Council member must do the posting

Table Tent Displays

Table tents may not be displayed any sooner than one week prior to an event. Table tents must be removed after the event. Advertising through the use of table tents may be permitted in Gibson Dining Hall, Gorilla Crossing, and the U-Club under the following guidelines:

- The event must include a contact email
- Approval from Sodexo Dining Service staff is required for all table tents in dining spaces
- No more than three table tents are permitted at any one table at a given time. Placement after approval is on a first come, first served basis
- The table tent may not be any larger than six inches wide by eight inches in height
- Flyers do not count as table tents and should not be left on tables

Conduct & Expectations

Student Conduct Code

All Pittsburg State University students are responsible for representing themselves and the university in a positive and respectful manner at all times. The PSU [Student Conduct Code](#) can be found online, and all PSU students are responsible for knowing and understanding the code in its entirety. Students and student organizations are expected to abide by these regulations, and administrators are expected to enforce them. These violations of rules and regulations should be read broadly, and are not designed to define prohibited conduct in exhaustive terms. A student or student organization who is found responsible for misconduct, or is found responsible of being an accessory to misconduct, shall be subject to the sanctions authorized by this code.

PSU students should remember that they are responsible for all guests brought onto university grounds, and the behavior and actions they commit while present on campus. Additionally, the university has the right to discipline students for violations which occur off campus, during both university sanctioned and non-university sanctioned events.

Possible sanctions for individuals found responsible for violating policies range from a warning to expulsion. Potential sanctions for registered student organizations range from censure to indefinite dismissal. The club as well as individual club members are subject to disciplinary action. Violation of laws are subject to referral to appropriate law enforcement as well as to regional and national affiliated offices for action and/or prosecution.

Hazing Policy

Pittsburg State University prohibits student organizations from engaging in hazing of another person for the purpose of initiation, or admission into, or affiliation within any organization operating under the sanction of the university. Hazing is also classified as a class B misdemeanor in the state of Kansas. Hazing includes, but is not limited to, any action, activity, or situation that recklessly, negligently, or intentionally endangers the mental or physical health, welfare, or safety of a person, or exposes a

person to extreme embarrassment. It is presumed that hazing is a forced activity regardless of the apparently willingness of an individual to participate in the activity.

Examples of hazing include, but are not limited to:

- Team initiations
- Kidnapping
- Requiring inappropriate dress (including, but limited to: militaristic garb and/or apparel which is conspicuous and not normally in good taste, for the purpose of public embarrassment)
- Paddling in any form
- Creation of excessive fatigue for inappropriate reasons
- Road trips taken that have not been authorized
- Scavenger hunts without prior approval
- Inappropriate labor required by a specific group (ex.: labor which is not inherent in the scope of the group's activities, i.e. senior members of the club requiring new members of the group to put away all equipment after using it)
- Mandated branding, tattooing, or any other form of body mutilation
- Any act of physical abuse, psychological abuse, or verbal abuse
- Exposing participants to adverse weather conditions
- Engaging in public students and humiliating games and activities
- Mandated late night sessions that interfere with scholastic and occupational activities
- Running personal errands for members or mandating certain tasks only of new members
- Mandated consumption, included but not limited to: illegal substances, food, alcohol, or any other type of liquid
- Inappropriate activities required of a specific group (i.e. new members, etc.) including but not limited to new member all-nighters, shaving of heads, servitude, etc.
- Any other activities not consistent with the mission of the university

Any club or individual(s) deemed to be in violation of this policy will be referred to the proper university authorities. As hazing is a criminal act, violations will also be subject to law enforcement referral.

Alcohol/Drug Use

The University has a zero tolerance policy for the use of alcohol/drug in any form by any student or registered student organization for the purpose of membership selection and f. All activities, ceremonies, new member programs, trainings, or other events must be alcohol free.

Alcohol & Cereal Malt Beverage Policy Excerpts

For a complete copy of the text, view the [Alcohol & Cereal Malt Beverage Policy](#) online.

- Student groups are encouraged to obtain legal opinion concerning their status as hosts at private locations as it relates to the potential liabilities involved in serving alcohol to minors and intoxicated persons. The groups shall adopt self-governing procedures, appropriate mechanisms to ensure protection against individual or group liability as a result of the irresponsible use of alcohol
- Games which emphasize drinking alcohol or which place some kind of social approbation on one's capacity to hold liquor or to display certain talents with respect to the consumption of alcohol will be prohibited at all social functions.

- All organizations will refrain from emphasizing alcohol in advertisements. Posters and flyers that contain alcohol related advertisements are not permitted to be displayed or distributed on PSU's campus.
- Each registered university organizations must submit a statement signed by the organization president indicating intent to abide by the University Alcohol & Cereal Malt Beverage Policy. The statement will be submitted to the Office of Student Life.
- Alcohol/Drugs will be prohibited at all practices, home and away events/contests (including traveling to and from and while staying in hotels or supplied housing). Club officers & members will be responsible for controlling the use and drugs/alcohol at all home events and practices. ***Alcohol/drug incidents could have the following consequences: Probation, Immediate removal from Department of Campus Recreation, Cancellation of season, Removal from Conference or League, University discipline which could be suspension and or expulsion from the university.***

Club Sport Issues

Referrals & Sanctions

After point loss or if a club is found in violation of other policies and procedures, a club can be referred for their actions. Once referred, the Assistant Director of Club Sports will request a meeting with the club officers to evaluate the issue and the club's status in the Club Sports Program. The Assistant Director, with consult from other DCR staff and student employees, holds the right to implement any penalties deemed fit and fair. Sanctions may include, but are not limited to:

- Restitution/charitable contribution
- Work project
- Educational presentation
- Loss of facility reservations (practices/events)
- Loss of social event privileges
- Loss of points
- Funds frozen
- Warning: Warning that further incidents will result in more serious sanctions
 - 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
 - The club may be counseled by the Assistant Director of Club Sports
- Probation
- Suspension
- Termination

Probation

Probation is a period of heightened scrutiny for individuals of the club. A club that is put on probation is subject to suspension with or without warning in the event of additional guideline and procedural violations and/or if improvements are not made. The length of probation can be set a period of time (between one semester and two years) and/or may be until the club meets specific improvement targets.

Suspension

Suspension is when a club or individuals must become inactive for a set period of time. The club loses the ability to use allocated facility space, spend money, and to represent PSU in any way. A club's suspension means it must immediately cease in club activity until the suspension is lifted. A suspension can be set between one semester and four years. After a club's suspension is lifted, it will be placed on mandatory probation for a year. A suspended club is subject to termination with or without warning in the event of continued club activity during the suspension period.

Termination

Termination is when clubs or individuals are terminated from the program. The club will no longer be recognized through the DCR. Clubs can reapply for Club Sport status after five years.

Appeals

If sanctions are rendered, the club may appeal if the club or any club member is in disagreement with the disciplinary action. They have the right to submit a formal appeal letter within one week to the Assistant Director of Club Sports, citing one of the following:

- Unfair punishment
- Failure to take evidence into account
- Failure of due process

After receipt of a formal appeal letter, a meeting will be scheduled with those club members/clubs involved and the Club Sports Appellate Committee (made up of DCR professional staff). This hearing allows for review of the facts/evidence and response to any/all accusations. Upon hearing all testimonies, the committee will make a decision to uphold, dismiss, or alter disciplinary action. The committee's decision is final. Clubs may not continue to participate outside of sanctions during the time leading up to the appeal hearing.

Office Support

Club Sport Office

The Club Sport Office is located on the second floor of the SRC, room 214B. During the semester, the Club Sport Office is generally open 9am-4pm Monday-Friday.

Mailboxes & Mailing Address

Each club is assigned a mailbox (for checks, mail, etc.) in the Club Sport Office. Clubs should check their mailbox at least once a week. All club mail should be mailed directly to the Competitive Sports Office using the following address:

(Club Name)
1701 S. Broadway
Pittsburg, KS 66762

THIS IS A LIVING DOCUMENT. POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE DCR PROFESSIONAL STAFF.